

# KentuckyWMU

## OPEN POSITION POSTING

**Opening Date 4/10/25**

**Closing Date: Until Filled**

**Position Title: Administrative Assistant / Receptionist**

**DIRECT SUPERVISOR: Executive Assistant/Office Manager**

**Job Type: SCFM (NON EXCEMPT)**

**Location: Louisville, KY**

### **BASIC FUNCTION**

To provide ministry support to the WMU Office

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

### **General Responsibilities**

1. Operate all office equipment and assist other office staff as needed.
2. Maintain compliance with Kentucky WMU policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
3. Maintain professional growth through continuing education, skill development and professional involvement in the areas of missiology and missions education.
4. Attend and participate in such meetings, in consultation with the ED-T, including but not limited to: varying committees of the Kentucky Executive Board, WMU, SBC: Annual meeting; January Board Meeting; training events and conference; Southern Baptist Convention: respective convention-wide communities (NAMB, IMB, Lifeway); and Kentucky Baptist Convention: Annual Meeting; training and conferences.

### **Specific Responsibilities**

#### **Receptionist**

- \*1. Provide effective telecommunications support answering phones, taking messages and requests timely and accurately. Identify high priority callers and take immediate action to inform supervisor, then properly manage routing of caller and/or messages to appropriate individual.
- \*2. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely as required.

**Administrative Assistant/Receptionist**

- \*3. Greet guests appropriately and professionally; and provide direction or assistance as needed.
- \*4. Attend meetings and participate in training as required.
- \*5. Receive, inventory, store, and deliver materials associated with the mission and purpose of the Kentucky WMU to support all churches in Kentucky.
- \*6. Maintain current knowledge of the work of Kentucky WMU. Distribution information to visitors as needed.

## **Mailing**

- \*7. Process in-house mail and other correspondence as required and distribute to appropriate staff accurately and timely.
- \*8. Coordinate church/individual ordering and distribution of the Eliza Broadus, Lottie Moon and Annie Armstrong offering promotional materials.
- \*9. Oversee the mailing software for the weeks of prayer, print pick tickets and labels for packages. Prepare the week of prayer orders for the mailroom accurately and timely.

## **Administrative**

- \*10. Create and maintain Database accurately.
- \*11. Coordinate volunteers and/or occasional workers to prepare week of prayer materials for distribution.
- \*12. Collaborate on design, layout and editing of publications and materials as needed.
- \*13. Effectively work with co-workers to meet timely objectives established for the successful completion of a project.
- \*14. File in record retention system as requested.
- \*15. Update the KBC Calendar with KY WMU dates as needed.
- \*16. Maintain the appearance of the KY WMU office as appropriate, i.e. holiday décor; scheduling deep cleanings as needed, etc.
- \*17. Maintain supplies list and coordinate with financial assistant for purchasing, as needed.
- \*18. Perform administrative and clerical duties related to the KY WMU Office as requested but not limited to administrative support to the executive assistant, accurate maintenance of record retention systems, filing, and responding to the needs of internal and external constituents and other staff.
- \*19. Serve as liaison with KBC personnel concerning maintenance of Kentucky WMU office equipment and troubleshooting of electronics; copiers, laptops, etc.
- \*20. Help plan and coordinate hospitality needs for the office including; assist with setting up for meeting meals, tea, coffee, water, and other meeting needs.
- \*21. Perform other duties as required.

\*Task which is considered to be an essential function of the job.

**GENERAL POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Commitment to the vision of Kentucky WMU and work together with the ED-T, other staff members, and the Executive Board to strategically move the organization forward.
2. Active membership in a church supportive of the Kentucky Woman's Missionary Union and the KBC during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Kentucky and beyond.
5. Proficient ability to plan, administer, coordinate, and complete projects.
6. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
7. Excellent listening skills, interpersonal skills, and relationship building skills.
8. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
9. Ability to travel to various geographic locations, including travel by car, and some overnight and weekend stays.
10. Proficient client management skills.
11. Ability to maintain confidentiality.
12. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Proficient ability to speak, read and write English.
14. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
15. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/ assignments from a few hours to long periods or time.
16. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
17. Bilingual language skills (specifically Spanish) preferred but not required.
18. Excellent organizational skills; ability to multi-task.
19. Professionalism in the workplace to include professional and accurate communication with others.
20. Advanced working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel internet skills, and CRM software.
21. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects (setting up, tearing down at events, packing...etc.)
22. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination; ability to walk, sit, and stand sometimes for prolonged periods of time.

**CONTACT:**

**Kentucky WMU Employment**

**Attn: Office Manager**

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