



## FCA JOB DESCRIPTION

# Administrative Assistant

CREATED  
07/23/2020  
UPDATED  
08/12/2021

### REPORTS TO

Representatives, Directors, Regional Vice President

### SUPERVISES

N/A

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Administrative Assistant will provide clerical support for the FCA field office to accomplish the FCA mission and vision and reflect the FCA core values in the ongoing work of that office.

### MINISTERIAL DUTIES

These responsibilities are critical to the FCA mission and this position plays a vital role in our ministry. FCA expects all functions and responsibilities outlined below to be carried out with a heart surrendered to serving God as a form of worship.

- Agree with, and abide by, FCA's Christian Community Statement.
- Follow a spiritual rhythm including daily prayer and Bible study to seek the Lord's will for FCA.
- Lead, conduct and provide spiritual leadership for staff, volunteers, coaches and athletes through prayer, Bible study, worship and living by example so they are equipped to serve others.
- Connect to and participate in a local church through worship and weekly involvement.
- Conduct yourself in a manner that affirms biblical standards of conduct in accordance with FCA's Christian beliefs (see FCA's Christian Community Statement) at all times.

### ROLE RESPONSIBILITIES

- Responsible for appointments/meetings with staff, ministry partners, vendors, etc.
- Handles travel arrangements for assigned staff.
- Receives and screens telephone calls and emails for area office.
- Retrieves, opens, and distributes office mail.
- Plans, organizes, and completes assigned work in a timely manner.
- Manages development of resources and meets deadlines of assigned projects.
- Coordinates donor ministry events, banquets, staff meetings, etc.