



JOB DESCRIPTION OVERVIEW:

ADMINISTRATIVE ASSISTANT

Each staff position at X HOPE, INC supports and works closely with our partner organization, Redeemer House Children's Home. Each staff member, no matter what their specific job function is, must commit to carrying out his or her functions in such a way as to create opportunities for discipleship, mentoring, and creating opportunity for growth.

Job requirements include assisting the Director in the following roles:

- Expense Reports
- Financial comparisons
- Scheduling meetings and keeping calendar
- Filling out monthly financial and activity reports and filing in "sharepoint"
- Evaluating job execution via monthly skype calls to ensure the staff is caring properly for the children at Redeemer House and recording minutes
- Event planning
- Creating policies for new programs
- Coordinating volunteer efforts
- Editing and/or writing necessary documents
- Communicating with the board
- Planning and preparing for speaking engagements
- Social media posts
- Ordering supplies
- Phone and email correspondence