

JOSH McDOWELL MINISTRY POSITION DESCRIPTION

Business Title: Administrative Assistant
Ministry/Team: Josh McDowell Ministry/JJOSH Team
Reports To: Administrative Manager for Josh McDowell
FLSA Status: Nonexempt
Prepared By: Kim Riley/Vivian Bailey
Prepared Date: February 10, 2022

MISSION: Josh McDowell Ministry exists to serve others until the whole world hears about Jesus.

SUMMARY DESCRIPTION OF POSITION: Work with Josh to determine regular office hours. Be able to set up iPhones and iPad and assist Josh with their function as needed. Run errands to pick up printing and pick up and drop off packages. Help Josh with his work files. Also assist with shipping of artifacts as needed. Keep Josh's home printer working, stocked with paper and ink.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

As an employee with Cru:

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITION:

- Be available anytime to assist Josh with whatever he needs accomplished.
- Interact with Josh and respond to messages as he directs.
- Serve as liaison between Josh and JMM Office—as well as others Josh interacts with on a regular basis.
- Be able to assist Josh in set up of iPhone and iPad and their function as needed.
- Run errands for Josh especially to pick up printing and pick up and drop off packages
- Help Josh with his work files.
- Help with shipping artifacts when needed. Taking care to document (pictures where possible) what artifacts are in which box associated with each FedEx label.
- Keep Josh's home printer functioning and stocked with paper and ink.
- Organize and maintain Josh's filing system both electronic and physical files.

OTHER FUNCTIONS (Non-essential):

- Help with a number of JMM events
- Attend JMM prayer and devotion times
- Attend JMM biennial Staff Retreat - usually two nights out of town
- Attend Campus Crusade for Christ (Cru) semi-annual Day of Prayer
- Help with occasional office clean up
- Other duties as assigned by the employer

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CHRISTIAN FAITH:

- Must have accepted Jesus Christ as Lord and Savior
- Must sign the Statement of Faith of Cru without reservation
- Must be able to clearly express Biblical principles which are the foundation for the Christian faith
- Must be able to express faith in a manner which encourages those who are not believers to consider making the Christian faith their own
- Must have a history of participation in Bible study and worship
- Must be able to describe his or her practice of prayer and understanding of the Holy Spirit's ongoing work in his or her personal and professional life
- Must be willing to conduct his or her life in a manner which is consistent with Cru's standards and expectations, understanding that conduct in the workplace and in the community can reflect on the mission of Cru

It is anticipated that all employees of Cru, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship expressions, which occur in the work place during the work week. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in 'Standards and Expectations' section of the employee handbook.

KNOWLEDGE OF:

- GMail –Intermediate
- GCalendar -Intermediate
- Microsoft PowerPoint –Advanced
- Microsoft Word --Intermediate
- Microsoft Excel –Beginner
- Basic clerical skills
- Fundamental computer skills and familiarity with the internet
- Modern office practices, procedures, and equipment

- iPhone - Advanced
- iPad - Advanced

ABILITY TO:

- Demonstrate a willingness to serve
- Communicate effectively orally
- Communicate effectively in writing
- Use interpersonal skills demonstrating tact, patience, and courtesy To work independently as a self-starter
- Demonstrate planning skills at an advanced level
- Utilize organizational skills at an advanced level
- Exhibit high integrity
- Pay close attention to details at an advanced level
- Analyze and solve problems
- Ask questions
- Follow instructions
- Demonstrate initiative
- Follow time schedules and meet deadlines
- Delight in working cheerfully and cooperatively with others
- Work confidentially and with discretion

EDUCATION and/or EXPERIENCE:

- Associate's degree (A.S.) or equivalent from a two-year college
- Six months of work experience
- or
- Any equivalent combination of education and experience

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This employee does not work in the usual office environment. They will work from home some and run errands as needed. The schedule is tbd.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

CHRISTIAN GROWTH

It is anticipated that all employees of Cru (Campus Crusade for Christ), throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith

and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.

Pay: To work with Cru as a full-time missionary staff member, you'll raise financial support to cover salary, benefits and ministry expenses. We'll provide you with the resources and training you'll need to find and develop your team of ministry partners.

To apply with Cru in the U.S., you must already have the legal right to work in this country. We do not supply visas to those applying from outside the U.S.

HOW TO APPLY: Please submit a resume to humanresources@josh.org with a cover letter indicating which position you are applying for.