



Position: Administrative Assistant

Reports To: Operations Director

General Description: Responsible for overall office functions, ensuring the efficiency and organization. Provides coordination and logistics for statewide ministry operations.

Essential Job Functions:

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, holds a Christ-like attitude in dealing with people within and outside of Covenant Youth Of Alaska, and faithfully prays for CYAK's ministry.
- Works to keep the CYAK office running smoothly and in an organized fashion. Holds responsibility for the first line of communication for CYAK's primary phone line, email, and incoming mail before sending on to the relevant party. Holds responsibility for the organization and cleanliness of office, including taking out recycling, putting away boxes, purchasing office supplies, etc.
- Ensures CYAK's technology needs are met and organized, including working computers, internet, phone plans, etc.
- Holds responsibility for the CYAK calendar and keeping the organization's schedule current. Updates Alaska Conference of scheduled events. Reminds CYAK team of conference calls and events. Holds responsibility for the creation and distribution of the monthly internal staff newsletter.
- Holds responsibility for the filling and shipping of orders and supplies such as mug or sweatshirt orders.
- Works as the primary coordinator for CYAK logistics, including: retreats, staff meetings, CYAK attended events, Bible Camp, and team members coming in to Anchorage. Tasks relevant include grocery shopping, shipping and receiving, setting up and tearing down. Also included is organizing registrations and distributing appropriate information to correct people: ie, invoice information to Operations Director, etc. Sends out and synthesize feedback from events and retreats in coordination with the Program Director. Works to coordinate and purchase relevant travel needs, including ticket booking, communication, hospitality and vehicle support.
- Provides Board support and communication working with the Board Chair and Executive Director to set date, gather documents, and send information. Assists with food buying and prep, and logistical set up for in-person board meetings.
- Assists Development Director with requests and needs, ie: writing and sending thank you notes to donors.
- Participates in CYAK team meetings and annual strategic planning retreats.
- Assists with other odd jobs as requested by Operations Director.

Functional Job Competencies:

- Self directed and motivated with disciplined work habits, special ability to serve behind the scenes.
- Detail oriented and highly organized.
- Flexible and resourceful, ability to exhibit excellent boundaries.
- Good communicator.

- Working knowledge of CYAK's history and ongoing ministry to create support of team members, supporters and the community.

Work Environment: Works out of Anchorage office, 30-40 hours a week with some evenings and weekends during ministry events. Time off will be based on CYAK policies and must not conflict with required CYAK events. Compensation will be hourly and will be reimbursed for mileage driven when completing job responsibilities.