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### FAITH & WORK AND FAITH & FINANCES – ADMINISTRATIVE ASSISTANT

#### Position Assignment

**Title:** Faith & Work and Faith & Finances – Administrative Assistant, Houston area  
**Organizational Unit:** Faith & Work and Faith & Finances  
**Recruited by:** Director of Faith & Work and Faith & Finances  
**Approved by:** Vice President of Community Ministries

#### Working Relationships

**Reports to:** Director of Faith & Work and Faith & Finances  
**Staff Team:** Director Faith & Work and Faith & Finances, Site Coordinators, and all STCH Ministries staff

#### Basic Functions

The Faith & Work and Faith & Finances – Administrative Assistant plays a front-line role in the Faith & Work and Faith & Finances programs of South Texas Children’s Home Ministries (STCH Ministries) by providing support services to appropriate personnel, programs, and clients to enhance the overall program. This position acts as receptionist for the office, schedules client appointments, and processes all correspondence.

#### Basic Responsibilities

1. To meet and maintain STCH Ministries’ Faith & Work and Faith & Finances programs’ standards and goals, as outlined by the Director of Faith & Work and Faith & Finances.
2. To schedule client appointments including reminder calls, follow-up appointments, and rescheduling missed appointments.
3. To be attentive to detail and timely in regards to office management.
4. To perform duties, including but not limited to, correspondence, copying, emailing, filing, tracking all receipts, and reporting.
5. To coordinate and prepare supplies, sign-up sheets, track assignments, and provide data needed at Faith & Work and Faith & Finances.
6. To track program activities, maintain database, and submit reports as requested.
7. To set up and coordinate meetings and conferences, including preparing agendas, any necessary arrangements, and welcoming strategies.
8. To assist participants in developing and achieving individualized short and long-term goals.

# Position Description

## STCH Ministries



9. To network and maintain working relationships with other businesses, agencies, and ministries that may assist families within STCH Ministries' Faith & Work and Faith & Finances care.
10. To collaborate with other STCH Ministries programs to enhance program impact.
11. To perform all other duties as assigned.

### Additional Requirements

The Faith & Work and Faith & Finances – Administrative Assistant must have regular access to a reliable vehicle; a valid driver's license; vehicle insurance, and an ability to work flexible schedule, including some evenings and weekends.

I, the employee, have read, understand, and agree with the position description for Faith & Work and Faith & Finances – Administrative Assistant, Houston area.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Supervisor Signature

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Date