

Intake Administrative Assistant

Description:

The primary purpose of this position is to support the Formation Manager with most administrative tasks. Individual will report directly to the Formation Manager.

Primary Responsibilities Include:

Assisting Formation Manager in:

- Documenting all Intake Processes
- Organizing / Formatting Si Señor Content
- Formatting / Communicating Schedule
- Uploading Content to shared drive
- Developing / Formatting / Dispersing Information for Intake Evaluation
- Coordinating with Presenters
- Taking / Communicating Notes during Formation Team meetings

Being an active participant on the Formation Team for Intake (July-Dec)

Skills Needed:

- Highly organized
- Great communicator, both written and verbal
- Has a knack for details
- Enjoys administrative tasks
- Positive attitude
- Familiarity with modern technology

See application on the following page

Intake Administrative Assistant Application

Name:

Please be brief. 2-3 sentences should be adequate to answer each point. Please keep your entire application to under 750 words or no more than one page front and back.

1. What do you feel are strengths you would bring to this role?
2. What do you think would be some key challenges you might face in this role?
3. How have you seen the Lord prepare you for this role? (Spiritually, personally, professionally).
4. How would you describe your organizational and time management skills?
5. How would you describe your proficiency in administrative work, such as email correspondence, excel spreadsheets, Google office, etc.?

To apply, please answer these questions in a document and email to careers@familymissionscompany.com by **Friday, February 25, 2022**.