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**JOB TITLE:** Administrative Assistant (“Mission Control”)

**SUPERVISOR:** Executive Director

**STATUS:** Part-time (20-25 hours per week average)

**OVERVIEW:** Encompass Ministries is a Christian nonprofit in Woodstock, GA, offering client-centered services including food assistance and stability training. We are seeking a professional, upbeat Administrative Assistant to serve as the first point of contact and support the organization’s daily operations.

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**POSITION SUMMARY:**

This is a dynamic, fast-paced role requiring strong interpersonal, administrative, and technology skills. The Administrative Assistant will manage front desk operations and support executive staff. Must be able to lift up to 30 lbs.

**SCHEDULE:**

- Mon, Wed, Thurs, Fri – 9:30 am – 2:30 pm
  - May have to until 4:30 pm and Saturdays for events on occasion.
- No insurance benefits provided.*

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**KEY RESPONSIBILITIES**

- Serve as the first point of contact through phone and front desk reception
- Answer and direct calls professionally; take and relay messages
- Schedule and manage appointments for program participants
- Provide administrative support to the Executive staff
- Maintain and update digital and physical filing systems and organizational databases
- Support office operations, including supply management and general office upkeep

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**QUALIFICATIONS**

**Required Traits:**

- Mission-minded; able to comfort program participants in a respectful and compassionate manner, when appropriate
- Ability to maintain confidentiality
- Honest, punctual, dependable
- Self-starter with strong follow-through
- Creative and professional in demeanor and communication
- Flexible and team-oriented

**Required Experience & Skills:**

- Administrative Assistant experience in the last 2 years
- Strong written communication and grammar
- Proficient in Microsoft Office and online tools
- Familiar with cloud storage and office equipment
- Able to lift and carry up to 30 lbs

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**Preferred (Not Required):**

- College education
- WordPress experience
- Spanish fluency
- Experience in Christian ministry or social services

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**Note:** Skills tests and background check required. We foster a collaborative, team-oriented culture where staff and volunteers support one another and cross-train to strengthen the overall effectiveness of the ministry.

To apply, please email your resume to [sabrina@encompassministriesInc.org](mailto:sabrina@encompassministriesInc.org). No phone calls please.