

MorningStar Mission Ministries, Inc.  
Position Description

Receptionist/Administrative Assistant

Position Purpose:

1. Greet visitors and clients.
2. Answer all phones and take messages as needed.
3. Assist the executive director and staff as needed.
4. To create opportunities to deepen the relationship between MorningStar Mission and its donors.

Primary Responsibilities

1. Data entry as required.
2. Accept in-kind donations and fill out receipts.
5. Schedule appointments for counseling, vouchers and pick-ups.
6. Schedule community service and report hours.
3. Maintain filing and other duties as need by the executive director.
4. Assist other staff with various duties as required.

Additional Responsibilities:

1. Work with the entire mission staff as a team member.
2. Participate in staff meetings and other functions as required i.e. annual dinner, tag day, etc.
3. Work with volunteers as needed.
4. Incorporate the philosophy of MorningStar Mission in every contact.
5. Related duties as assigned.

Position Requirements:

1. Positive Christian testimony.
2. Proficient in computer skills. Working knowledge of word processing and spreadsheets necessary.
3. Must have excellent oral and written communications skills as well as strong organizational and management abilities.
4. Able to lift at least 30 pounds.
5. Hold and maintain a valid Illinois driver's license.
6. Submit to a fingerprint background check.
7. Freedom from all controlling substances including tobacco.

Reports to: Chief Operating Officer

10/07