



Position Description: Administrative Assistant*

Ministry Overview:

RREACH is a ministry that serves as an extension of the gifts and calling of Dr. Ramesh Richard. The ministry was founded to carry out his passion for worldwide proclamation of the Lord Jesus Christ and the ministry envisions changing the way One Billion Individuals think and hear about the Lord Jesus Christ.

Dr. Richard carries a strategic burden to strengthen pastoral leaders and evangelize opinion leaders of developing economies. By reaching the pastoral and opinion leaders of the world it is intended that a multiplicative effect occurs so those whom are ministered to will in turn reach out and invest in the lives of many others for God's glory.

The mission of *RREACH* is accomplished through innovative and strategic ministry programs such as Media Outreach, the Global Proclamation Commission (comprised of the GProCongress, Dallas Global Proclamation Academy (GPA), and National GPAs), international Pastors Conferences, evangelistic events, investing in future pastoral leaders, and the creation and distribution of training products.

RREACH is a highly efficient and cost effective ministry. It is made up of a core staff that is committed to the mission and vision of the organization as well as the ministry calling of Dr. Richard. Staff strives to maintain a high degree of ministry accomplishment, productivity, efficiency, excellence in operations and adherence to principles of proper financial stewardship.

Position Overview:

The Administrative Assistant serves *RREACH* by helping ensure ministry and office operations are accomplished in an efficient and productive manner that exemplifies attention to detail and excellence. The Administrative Assistant works closely with the Vice President of Operations to accomplish the objectives of the position, including special projects. All tasks and duties are to be conducted in a professional manner that yields results and glorifies God at all times.

Position Objective:

The purpose of the Administrative Assistant position is to provide outstanding implementation, execution, support, and initiative with all ministry, administrative, and advancement areas.

* This position description is a general statement of required major duties and responsibilities performed on a regular basis. It is not intended to be a comprehensive listing of all expected duties, as other tasks may be assigned.

Qualifications, Personal:

1. Born-again Christian that seeks an ever closer relationship with our Lord Jesus Christ
2. Reflects the characteristics of our Lord Jesus Christ in his/her life and daily activities
3. Committed to and regularly participates with an evangelical body of believers
4. Exhibits characteristics of honesty, integrity, accountability, and maturity
5. Maintains a teachable, humble, and energetic spirit
6. Strong and effective communication skills

Qualifications, Professional:

1. Committed to supporting the mission of *RREACH* and the ministry of Dr. Richard
2. Ability to maintain high standards of excellence in all professional duties
3. Routinely seeks excellence, quality, efficiency and results
4. Ability to work independently
5. Ability to work well with a team with a positive spirit
6. Ability to have a big picture comprehension with detail-oriented precision
7. Ability to plan, maintain priorities, and anticipate needs
8. Ability to interact well with supervisory staff and others as needed
9. Ability to accomplish multiple tasks successfully in a timely manner
10. Ability to operate under time and budgetary constraints
11. Ability to maintain confidentiality as appropriate
12. Ability to self motivate and self manage
13. Undergraduate degree

Position Description:

The Administrative Assistant will handle administrative tasks relating to all aspects of RREACH.

1. Knows about and can succinctly and effectively convey the organization to others
 - a) interacts with constituents either on a one-on-one basis or in a group setting
 - b) corresponds with and interacts by telephone with constituents
 - c) at all times maintains a professional presence
 - d) is able to speak about the mission and programs of RREACH
 - e) able to plan and implement small constituent events
2. Supports the Office of the President
 - a) assists with correspondence, calendar/schedule, and travel needs
 - b) handles meeting preparations
 - c) performs other duties as assigned
3. Supports the Advancement office
 - a) assists with donor correspondence
 - b) handles donation receipting and database updates
 - c) performs other duties as assigned
4. Supports the general office operations
 - a) maintains office supplies
 - b) assists with the preparation of mailings

- c) assists in entering, maintaining, and retrieving donor information
 - d) handles out-going mail and shipments
5. Performs miscellaneous administrative duties
- a) ensures the office is presentable at all times
 - b) performs errands as needed
 - c) attends and participates in ministry functions
 - d) assists with record-keeping
6. Performs ministry duties
- a) assists with the Dallas GPA duties as assigned
 - b) assists with other ministry duties as assigned
 - c) helps with the planning and implementation of meetings and events
 - d) performs other duties as assigned

Decision Making:

The Administrative Assistant will support and implement all administrative and ministry projects as needed and directed by the Vice President of Operations.

Authority:

The Administrative Assistant does not oversee other staff.

Reporting Duties:

The Administrative Assistant reports to the Vice President of Operations.

Working Conditions:

Normal office working conditions.