



The Good Samaritan Center is a private, non-profit social service agency. It is funded by churches, private contributions, and fundraising. The Center was started in 1972 under the direction and financial support of seven Jackson churches. Since that time, The Good Samaritan Center has grown to include a main office in Jackson and a branch in Laurel, Mississippi.

JOB ANNOUNCEMENT

Office Manager/Administrative Assistant to Admin Team

Progressive non-profit seeking an assistant to oversee day-to-day operations of our main office by creating an environment that is organized, clean, safe, and welcoming.

This is a full-time position (min. 40 hours/week), normally within the confines of our office hours (8 a.m. - 5 p.m., Monday-Friday)

Skills & Education Experience:

Bachelor's degree in business administration, communication, or related field

2-5 years of work experience in an administrative/office management role preferred

Strong problem-solving skills and analytical abilities

Must be proficient with computers & computer systems, Microsoft Office & Google products

IMPORTANT

Thank you for inquiring about this position at The Good Samaritan Center. Attached is a job description and an application for employment. Please complete and return with **resume and cover letter** to:

(Mail-in)

The Good Samaritan Center
P.O. Box 4955 - Jackson, MS 39296-4955

(Drop-off)

114 Millsaps Avenue, Jackson, MS 39202
Monday or Wednesday 9 a.m. - 4 p.m.
Thursday or Friday 1 p.m. - 4 p.m.

Interviews:

Preliminary Interviews will begin ASAP.

Job Description

Job Title: *Office Manager/Administrative Assistant to Admin Team*
Department: *Administration* | Reports to: *Executive Director*

Job Summary:

- Oversee the day-to-day operations of our main office, managing support staff and making sure that the office runs efficiently and that employees have what they need to be productive, motivated and successful.
- Create an environment that is organized, clean, safe and welcoming.

Duties & Responsibilities:

General Office Management

- Oversee General Office operation.
- Manage office supplies inventory and purchase/place orders as necessary to maintain proper stock.
- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Keep reception area neat, clean and organized.

Front Office Oversight

- Supervise, mentor, train, and coach our office staff.
- Delegate assignments as needed to ensure maximum productivity.
- Work with social service and administration to develop office policies and procedures, and ensure they are implemented appropriately.
- Manage and maintain IT infrastructure.
- Identify opportunities for office management improvements, and with administrative approval, implement new systems.
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.

Reception

- Handle multi-line phone system (4 lines) with 15+ extensions with auto attendant, copiers, and scanner.
- Answer incoming calls to provide general information and/or direct calls appropriately.
- Train staff on phone system and other reception systems.

Social Services

- Become proficient on our social service programs in order to make proper referrals for clients, within and outside our agency.
- Enter clients information into our computer database.
- Maintain confidentiality regarding client information, client requests, and client files.
- Pull client files as needed and then refile.
- Keep files organized and in proper order.
- Advocate for clients with other churches and organizations, including the Department of Human Services, via telephone and email.
- Assist in other areas as needed (social services, food pantry, clothing closet, store).
- Cooperate with administrators and various programs for the betterment of our clients.

Job Description Cont.

Job Title: *Office Manager/Administrative Assistant to Admin Team*
Department: *Administration* | Reports to: *Executive Director*

Duties & Responsibilities (Continued):

Assistant to Executive Director & Administration Team

- Work with the Executive Director and administrative team to secure maximum income and public relations of the Good Samaritan Center through various fundraising efforts, including regular mail solicitations, special events, and grant writing to local, regional and national grant-making organizations.
- Assist staff with various assignments for special projects.
- Actively participate as a member of the administrative leadership team.
- Represent the Executive Director and/or other administrative personnel at meetings, conferences, and seminars, as required.
- Undertake responsibility for special assignments and projects on behalf of Executive Director and administrative team.
- Advise the Executive Director concerning matters requiring his or her attention.
- Follow up on decisions and/or directives of the Executive Director to insure implementation and/or completion.
- Assist in the establishment of systems and procedures.

General Good Samaritan Center Employment

- Work a minimum of 40 hours per week, normally within the confines of our office hours (8 a.m. - 5 p.m., Monday through Friday).
- Observe and implement established policies and procedures.
- Participate actively in staff development activities, work days, and clean up.
- Ability to lift 30 pounds.
- Ability to push 75 pounds.
- Actively assist coworkers as needed.
- Actively participate as a member of the administrative leadership team, and perform other duties as assigned.

Needed Attributes

- Ability to communicate effectively orally & in writing.
- Ability to relate to people on all levels and from all backgrounds.
- Strong organizational and time management skills, and ability to prioritize.
- Ability to develop and prepare clear and concise reports.
- Ability to make effective presentations.
- Possess good people skills and enjoy working with the public.
- Team oriented and highly motivated.
- Must be task-oriented, with a mind for organization.
- Must have exceptional attention to detail.



114 Millsaps Avenue
 Jackson, MS 39202
 Phone: (601) 355-7458
 Email: info@goodsamaritancenter.org

Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

Name: Last First Middle

Maiden Preferred Name/Nickname

Present Address

Permanent Address (if different from above)

Social Security Number Cell Phone Alternative Phone

Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 16 years old? (Circle) Yes or No

Please list days & hours available to work

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle) Yes No

If yes, please explain:

5. Is there anything that prevents you from performing the essential functions of this job with or without reasonable accommodation?

6. Do you have current first aid training? (Circle) Yes or No CPR? Yes or No adult or pediatric?

II. Employment Record *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

1. _____
Company Name (Current or Most Recent Employer) Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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2. _____
Company Name Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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3. _____
Company Name Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? _____

If so, what are those plans? _____

IV. References

*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

V. Application Questions

1. Why do you want to work at Good Samaritan Center? _____

2. Do you have clerical, customer service or reception experience? What did you like, what did you hate, and why did you leave?

3. Tell us about a time you had to multi-task to get a job done. _____

4. What are some special skills you will bring to the team? _____

5. What was your favorite job and why? _____

6. Any hobbies? If so, what? _____

7. Name your biggest strength and biggest weakness. _____

8. What are your goals for the next 5 years? _____

VI. Authorization

Federal law prohibits the employment of undocumented immigrants. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.

Signature _____ Date _____

Office Use Only

Date Submitted: _____

Interviewed by: _____