



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): DATA ENTRY - ADMINISTRATIVE ASSISTANT	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input checked="" type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor(s): Finance Director regarding admin support duties (approximately 20 hrs/wk); and Executive staff team regarding other duties (approximately 20 hrs/wk).	
Tasks also assigned by: Accounting Assistant (regarding data entry)	
Immediate Subordinates: N/A	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 7/1/2018
	Date Last Revised: 8/4/2022
Hours Per week: 40 (typically during the work week, but occasionally in the evenings or weekends for special events).	
General Summary: This position provides data entry support for accounting functions, and administrative support for Executive Director, Associate Executive Director of Programs, Associate Executive Director of Operations/Mobilizing, and occasionally for other program areas as assigned.	
Critical Functions and Responsibilities	
<ol style="list-style-type: none"> Admin Support: Approximately 20 hrs/wk. Data entry: record daily sales and fee income in financial system. Accounts payable: organize and reconcile credit card receipts to statements. Assist with bank statement reconciliations and/or check for errors. Office organizing, paper filing. Data analysis projects. Program and Event Support: Approximately 10 hrs/wk of work assignments may be addressing “highest needs” in various programs as directed by Executive Staff. Examples: Some basic IT troubleshooting (skills will be taught as needed). Assist in supporting all fund-raising events (Race One, Banquet, Golf Tournament, Champions Breakfast, & Style Show) and community outreach events (Walk for the Homeless & MLK Day). Assist with MWMW participation at community or campus events to help people get connected, such as info tables or volunteer/staff recruitment. Internal auditing of grant/program paperwork and GuideStar reporting (under supervision of A.E.D.Programs). General Support: Approximately 10 hrs/wk. Help the Executive Staff with various administrative tasks. Provide back-up to front desk coverage for breaks/PTO. Translation of documents (publicity, etc) into Spanish, or recruit a group of volunteers who can do this. Provide basic communication replies to people who have expressed interest in some aspect of Mission Waco Mission World (gleaned from Pov Sim, Groups, Volunteers, Other Side of Waco tours, MBK chapel leading, Retail outlets, etc.). Support various preparations for staff meetings, training, orientations (such as food, beverages, set-up). 	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Additional Functions and Responsibilities	
1. Attend staff meetings and trainings as scheduled.	
2. Screen incoming emails, phone calls or visitors and coordinate appropriate communication with necessary staff person(s).	
3. Draft letters, database reports, PowerPoint presentations and emails as necessary. Some graphic design.	
4. Be available to proof written materials, reports, or newsletters.	
5. Do research as needed on the Internet or other accessible sources; and be comfortable with using computer-based applications.	
6. Process check requests.	
7. Handle mailing of letters, packages, etc.	
8. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
Requirements/Preferences	
Minimum skills and knowledge required: <ol style="list-style-type: none"> 1. Knowledgeable in Microsoft Office 2. Aptitude to navigate, and train other staff in use of, various software applications for calendaring, website updates, etc. 3. Good organizational skills 4. Strong work ethic, self-starter 5. Able to apply instruction received, prioritize tasks, and know when to ask questions 6. General basic knowledge of accounting 	Skills and knowledge preferred: <ol style="list-style-type: none"> 1. Accounting coursework (debits, credits, payables) 2. Knowledgeable in Microsoft Office 3. Basic understanding of Christian Community Development principles and philosophy 4. Bi-lingual in Spanish/English, and able to translate documents 5. General graphic design skills (i.e. using Canva, etc) for preparation of flyers, brochures, manuals for use internally and externally to the organization.
Minimum previous experience required: <ol style="list-style-type: none"> 1. 1-2 years in administrative-related work 2. Basic computer use/data entry 	Previous experience preferred: <ol style="list-style-type: none"> 1. 2-3 years in administrative-related work 2. Accounting/bookkeeping.
Minimum education required: High-school diploma	Education preferred: College education (it is a plus if accounting included in coursework)
Minimum communication skills required: <ol style="list-style-type: none"> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco’s values with all program participants, volunteers, donors and visitors. 	Communication skills preferred: <ol style="list-style-type: none"> 1. Experience in marketing, public speaking and social interaction skills, in private and/or public sectors. 2. Bi-lingual in Spanish and English
Behavioral, emotional, mental requirements: <ol style="list-style-type: none"> 1. Maturity, discretion, and confidentiality concerning financial information. 2. Maintain clear communication with coworkers. 	Other preferences: <ol style="list-style-type: none"> 1. Preference for someone of mature Christian faith who represents MWMW values as a Christian faith-based non-profit.
Other requirements: <ol style="list-style-type: none"> 1. Able to keep flexible hours. 2. Some light lifting (25lbs). 3. Ability to serve in a fast-paced, high-pressure environment. 	

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