



The Rescue Mission in Tacoma is: A Christian faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE.

We are currently seeking a Temporary Full- Time Administrative Assistant. Please send application, cover letter and resume to Katie. For more information, visit our web site at www.trm.org

Rescue Mission Purpose, Vision and Value Statement

The Rescue Mission is a Christian non-profit organization that has been offering God's help, hope, and healing to the most impoverished members of our community since 1912. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

Job purpose

Provides administrative and clerical support to the Sr. Director of Operations & Outcomes while working to support specific projects related to TRM program and process development.

Qualifications

- BA in social work or related field preferred, minimum five years of experience in a relevant field preferred, minimum 3 years of experience in ministry leadership preferred
- Proficient computer skills required, working knowledge of Word, Excel and Access preferred
- Basic math skills, including some knowledge of statistics
- Excellent written, verbal and electronic communication skills
- Ability to multi-task, manage projects and work independently with little supervision
- Excellent clerical and organizational skills with exceptional attention to detail
- Demonstrated commitment to the value of cultural competency
- Knowledge of Landlord-Tenant laws required
- Experience with government funding contracts and related compliance preferred
- Experience with project management preferred
- Excellent customer service skills and conflict resolution skills
- Ability to work as a member of a team, inspiring trust and speaking truth.
- Job specific qualifications: WDL, good driving record, proof of insurance

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modelling and promoting the Mission's core values and culture standards.
- Skillfully help to lead, develop, promote and sustain a spiritual climate within The Rescue Mission in keeping with our purpose, calling and culture.

Team Work

- Work as a member of the Administration Team to:
 - Support work to develop and contribute to successful, relationally rich client programs
 - work with the Sr. Director of Operations & Outcomes to ensure that every client program is utilizing an effective outcomes architecture capable of measure program success and quality
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Provide direct administrative support for the Sr. Director of Operations & Outcomes and some TRM client programs, including:
 - Prepare and edit correspondence, communications, presentations and other documents.
 - Take meeting minutes, archive and distribute to attendees.
 - Assist with the development of systems to ensure data quality, contract compliance and desired program outcomes
 - Assist with the development of program processes and training manuals
 - Collect and analyze information and prepare reports
- Assist with improvement of quality results by studying, evaluating and re-designing processes.
- Provide technical support related to data collection and reporting to Site Administrators/Directors as needed.
- Assist with back up reception duties at various TRM sites as needed.
- Perform other duties as assigned by the Sr. Director of Operations & Outcomes.

Working conditions

Varied, with some office work and some travel between locations; may interact with a variety of people, including volunteers, staff, donors and clients, including clients who may have high barriers, including but not limited to people suffering from mental illness and/or people who may be under the influence of drugs/alcohol.

Physical requirements

No physical restrictions apply to this position, provided that the employee is able to satisfactorily complete the above-mentioned duties and responsibilities.