



Morning Star Sanctuary, a biblically-based organization that exists to provide refuge for victims of domestic violence and their children consistent with AGAPE's Mission and Statement of faith, is now hiring for the following position:

**Position Title: Administrative Assistant**

**Reports to: Operations Manager**

**Schedule: 32-40 Hours/Week, Monday-Friday**

**Purpose:** To assist in the daily coordination of administrative services for AGAPE's residential domestic violence shelter and court advocacy programs. The Administrative Assistant position serves as a key role of the administrative team, providing administrative/operational support.

**Duties and Responsibilities:**

**Administrative:** Manages supplies inventory for the residential emergency shelter and court advocacy programs. Assists with the contact and coordination of program vendors, including maintenance technicians, lawncare, pest control, technology services, security technicians, and cleaning company services. Performs other administrative tasks: answers domestic violence program's business line, greet visitors, schedules meetings/appointments, provides support to volunteer events/services, stocks office supplies, processes receipts, receives and distributes program mail, scans and files administrative/program documents, prepares internal and external communications, maintains in-kind donor contact list, tracks and coordinates storage of in-kind donations.

**Reporting/Data Management:** Assists in internal and external auditing processes, including quality assurance and physical and electronic data management and entry, as needed. Generates program reports in coordination with AGAPE/Morning Star Sanctuary's Operations Manager. Provides database training and support resources. Records staff training attendance/participation and distributes training materials.

**Programmatic:** Assists with operational and programmatic special events and projects. Creates and manages monthly activities calendar. Completes other duties as assigned and relevant to the position.

**Qualifications:**

Must be a competent professional with excellent interpersonal and communication skills, maintain confidentiality, ability to take initiative, conflict management, culturally sensitive, team focused and collaborative, and ability to clearly/objectively document information.

**Qualifications include:**

- BA/BS in business administration field or equivalent training and work experience
- One year of administrative experience
- Team player with strong decision-making skills
- Analytical with problem-solving ability
- Proficient in MS Office

**AGAPE's Purpose:**

In accordance with AGAPE's Mission and Purpose, all staff of AGAPE and any program of AGAPE will be an active member of a local church and serve in harmony with AGAPE's Statement of Faith signed annually by all those who provide services on behalf of AGAPE.

To apply, please send a cover letter and resume to Shanna Shilling at **sshilling @ agapenashville.org**.

*No person on the grounds of race, color, national origin, disability, age, religion, or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs, or employment provided by AGAPE and its contracted agencies except as allowed by federal law.*