

Crossroad Health Center Administrative Assistant/Church Partnership Coordinator

Job Summary:

We are seeking a dedicated Administrative Assistant /Church Partnership Coordinator to join our team. The ideal candidate will:

- Provide efficient task completion for the administrative and leadership staff
- Assist with numerous projects, including scheduling, communicating with staff and organizing organization events and schedules.
- Work closely with all administrative staff as well as with corporate and church partners.

A key responsibility is promoting church partnerships, recruiting volunteers from churches and raising the Cincinnati-area church and Christian donation base.

Responsibilities:

- Manage diverse assignments of varying complexity.
- Ensure adherence to deadlines.
- Draft clear and concise communications on behalf of the administrative team.
- Facilitate tasks for the administrative team.
- Develop innovative promotional strategies targeting churches, schools and other communities to enhance Crossroad's visibility.
- Uphold a positive image of Crossroad in interactions with external organizations and individuals.
- Initiate outreach efforts, including calls and visits to potential donors or contributors.
- Collaborate with Human Resources Director and Communications Director to create and execute a comprehensive marketing strategy aimed at enhancing employment, volunteerism and support for Crossroad.
- Regularly refer to and update the volunteer manual to ensure it remains accurate and comprehensive.
- Provide training to Wholistic Care Volunteers until they are fully comfortable and competent in their roles and responsibilities.
- Manage the Wholistic Care Volunteer schedule and communicate it clearly with the volunteers while addressing any concerns or conflicts.

- Identify and ensure that all resources are current and relevant to the needs of the team and patients.

Qualifications:

- Bachelor's degree (business, marketing, communications, public relations, development, other)
- Background in business or communications, with proven practical application in organizational settings.
- Proven administrative experience demonstrating effective coordination and support.
- Highly organized with strong time management skills, able to prioritize tasks.
- Personable and outgoing demeanor, fostering positive relationships with stakeholders.
- Excellent written and oral communication skills, able to communicate clearly and effectively.
- Collaborative team player who contributes effectively in group settings.
- Diligent, detail-oriented approach to receiving and executing instructions.
- Values-driven with a commitment to Christian principles (if applicable), contributing to a supportive and inclusive organizational culture.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday
- Expected hours: 40 per week

Work Location: In office, in person, with some local travel. Own car and driver's license required.