



Job Title: Operations Assistant  
Department: Operations  
Work Location: Main Office, Fairlawn OH  
Reports To: Director of Operations  
Status: Full time  
Classification: Non-Exempt

### **Reaching Above Hopelessness and Brokenness, Inc.**

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking.

### **What You Will Do/Need (Job Summary)**

- Assist the Director of Operations in management of in-kind donations, volunteer onboarding, and miscellaneous operational functions.
- Assist the CEO with administrative tasks including, but not limited to, scheduling, planning, and communicating.
- Provide administrative support for the Fairlawn Office and the RAHAB staff.

### **Responsibilities (Essential Duties and Responsibilities)**

- Office Management Support
  - Manage email, phone calls, and all mail for main office
  - Organize and maintain office spaces
  - Manage printers and stamp office equipment
  - Organize and distribute RAHAB Phone List
- Operations Support
  - Manage in-kind donation space including record keeping, inventory, and sorting of all items
  - Manage online web forms and necessary maintenance of applicable website pages
  - Manage volunteer onboarding process in coordination with the Training Coordinator
  - Manage SharePoint storage system for RAHAB Ministries and upkeep of documentation
  - Assist the Director of Operations as needed
- Assist the CEO as needed
- Facilitate the scheduling and planning of all-staff meetings

### **Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Ability to use discretion and maintain strict confidentiality
- Associate Degree in business or two years of related experience

### **What Will Make You Special (Preferred Knowledge, Skills, and Abilities)**

- Intermediate skill level of Microsoft Office including Word and Excel



- Ability to work independently as well as part of a team
- Flexibility and willingness to learn
- Ability to take initiative on a variety of tasks and projects

#### Characteristics of the Position (Competencies)

- Detail oriented
- Excellent written and verbal communication skills
- Strong computer skills
- Ministry minded with a mature and growing relationship with Jesus Christ

#### Physical Demands and Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The physical demands of this position are those normal to any office environment including, but not limited to, sitting, standing, kneeling, stooping, crouching, or climbing a step stool.
- Frequently, the employee will be expected to lift and/or move up to 10 pounds and occasionally, the employee might be expected to lift and/or move up to 25 pounds.

#### Position Type and Expected Hours of Work

- Full Time, 8:30AM – 4:30PM Monday – Thursday (32 hours)

#### Travel

- Little travel is expected for this position. On occasion, vehicles, donations, or food require transport.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

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#### Employee Acknowledgement

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Signature

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Date

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Printed Name