



**Job Title:** Administrative Assistant to the Director

Location: UGM Women's Recovery at Anna Ogden Hall

Status: 32 hours/week

**Responsibilities:**

- Assist Director in the implementation of ministry wide strategic plans at Anna Ogden Hall.
- Provide all needed administrative assistance to the director.
- Oversee all administrative functions of the administrative office.
- Provide excellent reception to all Anna Ogden Hall visitors.
- Provide assistance in the creation and distribution of program calendar and teaching schedules.
- Train and manage all volunteers and associate staff assigned to the front office.
- Provide residential administrative support as directed by counsellors.
- Represent the director of AOH in her absence.

**Required Qualifications:**

- Minimum two-year college degree in applicable field of study, or equivalent years of experience managing an office.
- 2-plus years in administrative management preferable.
- Experience using Microsoft Word, Excel, and PowerPoint.
- Experience in customer service with exemplary interpersonal skills.
- Highly organized with experience in managing and meeting deadlines.

**Compensation: \$16.11-\$18.53**

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: (509) 535-0901  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)