

POSITION DESCRIPTION

POSITION TITLE:	Office/Program Assistant (Summer)	DATE:	January 2023
DEPARTMENT:	Office of Education and Schools	LOCATION:	Baha'i Schools Eliot ME, Davison, MI
REPORTS TO:	Office & Program Coordinators	APPLY TO:	bno-service@usbnc.org

OFFICE SUMMARY: The permanent schools work collaboratively with individuals, institutions, and communities to serve the goals of the Plan. Vital to this effort is a continued engagement with families and agencies in the schools' service areas and their community building efforts of expansion and consolidation, social action, and participation in discourses. Our permanent Bahá'í Schools provide a place of learning, fellowship, and service to all diverse participants who attend programs provided by the Office of Education and Schools, and local and regional institutions.

POSITION SUMMARY: The Assistant works with Program Coordinator and the Office Coordinator with all aspects of summer programs (including activities and logistics) and the work of the School Office. They are vital members of the team that ensure the smooth functioning of programs and offer an inspiring experience for all participants. They contribute to a culture of learning, fellowship, and consultation, modeling good character and an attitude of service. In addition to hourly compensation, food and housing on campus is provided. This is a summer position, usually for three months (June – August).

KEY POSITION RESPONSIBILITIES: *include the following. Other duties may be assigned.*

1. Contributes to the school culture of unity, learning, and collaboration.
2. Models cultural sensitivity and applies spiritual principles in attitude and behavior.
3. Engages in a consultative process and solves problems to achieve unity of thought and action.
4. Participates in school staff meetings, study sessions, and events.
5. Reflects and exhibits the values and principles like rectitude of conduct and freedom from prejudice in character, attitude, and behavior.
6. Collaborates with staff to assist in the smooth functioning of all areas of the school.
7. Assists the Program Coordinator in ensuring that all programs and activities have the materials and supervision needed.
8. Assists with the devotional, recreation and evening activities, often acting as host.
9. Assists in maintaining and upholding all policies including dress standards, attendance at class, and behaviors.
10. Answers phones, responds to emails, and handles incoming mail, emails, and on-site registration.
11. Responds to participant requests in a timely, courteous, and dignified manner.

SKILLS & QUALIFICATIONS REQUIRED: *To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. A Bahá'í in good standing, actively involved in the activities of the Plan and willing to learn about the principles and activities essential to the school and to join in staff studies of the writings and messages of the Bahá'í Faith.
2. Willing to contribute to the school culture of learning, fellowship, and consultation, as well as model good character and a spirit of service.
3. Communicates with humility and openness with diverse groups of people.
4. Demonstrates a humble posture of learning, creativity, flexibility, reliability, and trustworthiness.

5. Ability to maintain confidentiality and use good judgment.
6. Able to meet diverse and changing needs while maintaining priorities.
7. Ability to work independently and in collaboration with others.
8. Attention to detail and appreciation for excellence, cleanliness, and beauty.
9. Ability to provide warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems.
10. Enthusiasm, flexibility, sensitivity, high energy level, and patience.
11. Strong organizational, group facilitation and problem-solving skills.
12. Competent office skills including using MS Office Suite and answering the phones in a warm and professional manner.
13. This position operates both in an office setting and in activities throughout the campus, both outside and in common spaces. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position: While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to operate a computer, sit, stand; walk up to a mile; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close and distance vision.

I acknowledge that I have read and understand the Position Description and that I am able to perform the essential functions of the position with or without accommodations. The company reserves the right to reassign position duties at any time. I also understand that I am an at-will employee, and the Position Description does not constitute a contract of employment.

Signature: _____ Date: _____

Printed Name: _____