



**The Family Radio Network, Inc.  
Administrative Assistant**

**Classification:** Full-Time, Non-exempt (Weekdays 8:30 am to 4:30 pm; occasional evening or weekend events)  
**Location:** Appleton  
**Reports to:** Business Office Manager  
**Benefits:** Please see current benefits policy

**Overview:**

The Family Radio Network, Inc. operates the group of radio stations known as The Family and is seeking a full-time Administrative Assistant. This position will answer incoming calls, greet visitors, data entry, perform administrative tasks, writing and merging letters, taking staff meeting notes and running reports.

**Essential Job Duties:**

- Uphold and live out The Family Radio Network, Inc.'s mission, vision, and statement of faith.
- Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity, fostering an atmosphere for The Family team to flourish.
- Minister, pray and share the gospel with listeners and donors.
- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ. Maintains a courteous, Christ-like attitude in dealing with people within and outside the organization.
- Be actively involved in a local church.

**Responsibilities:**

- Assist callers and direct calls.
- Greet and serve visitors.
- Receive prayer requests and pray with listeners, as needed.
- Enter and maintain donor records; merge and mail thank you letters; monthly and year end responsibilities; enter other A/R receipts.
- Handle administrative tasks such as scanning, copying, filing, faxing, organizing, mailing, generating reports, setting up meetings and various website functions.
- Process all Volunteer applications.
- Receive, sort, and distribute incoming mail.
- Processing and mailing outgoing packages.
- Transcribe staff meeting minutes and distribute.
- Support the CEO with Administrative Duties.
- Use Outlook forms, as needed.
- Proof reading.

- Assist in organizing luncheons and events.
- Organize office supplies, various print materials, etc.
- Attend promotional events, as needed.
- All other duties as assigned.

**Qualifications:**

- Has a personal relationship with Jesus Christ.
- Computer proficiency and working knowledge of Microsoft Office Suite with emphasize in Word & Excel.
- Strong people skills.
- Professional verbal and written communications skills.
- Accuracy and attention to detail.
- Time management skills, self-starter and ability to multi-task.
- Strong organization and planning skills.
- Ability to work effectively under pressure.
- Team player.
- Maintain confidentiality in all aspects of listener, clients, staff, and company information.
- Professionalism and excellence.

**Experience and Education:**

- High School Diploma required. Associate Degree preferred.
- 2-year minimum administrative, receptionist, data entry experience.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**Physical Demands:**

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 + pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

**Application & Resumes:**

- We are unable to consider resumes without an application. Please complete our online application attached your cover letter and resume at: [TheFamily.net](http://TheFamily.net) click on Careers.
- No out of state or out of country applicants please.

The Family, WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.