



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## **OBHC Administrative Assistant**

**Job Description Summary:** The Administrative Assistant will be responsible for the performance of duties detailed and will be appraised by implementation, consistency, quality and performance of assigned duties toward empowering children and their families to follow Christ.

This position is a full-time position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

**Reports to:** The Administrative Assistant reports to the Chief Financial Officer.

**Location:** Home Office, Oklahoma City

**Requirements:** *"For an overseer, as God's steward, must be above reproach." Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is the only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the holy, inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational and Experience Requirements:** *“Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma, or equivalent.
2. Organizational and administrative skills and experience.
3. Proficient in Microsoft Office.
4. Data entry experience helpful.
5. Ability to communicate effectively with employees, applicants, and benefits providers.
6. Hold membership and be active in a Southern Baptist Church.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

### **Working Environment**

1. This position generally works in an office environment but will occasionally be required to perform job duties outside the typical office setting.
2. Travel and operation of a vehicle will be required.

**Responsibilities:** *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

1. Manage fleet of over 60 vehicles.
  - a. Implement & maintain fleet management software.
  - b. Maintain vehicle & driver information with insurance company.
  - c. Work with insurance company regarding accident claims.
  - d. Update vehicle tags/registrations as needed.
  - e. Update Pikepass account as needed.
  - f. Monitor to ensure scheduled maintenance/recalls are performed.
  - g. Ensure vehicle repair information is recorded correctly.
2. Perform general ledger account reconciliations.
3. Ensure procurement card documentation is complete.
4. Maintain scanning/filing of documents as assigned.
5. Back up for opening/logging mail.
6. Assist with other projects of the Finance and Human Resources Teams as needed.
7. Perform other duties as assigned by the Chief Financial Officer.
8. Occasional lifting of materials weighing less than 25 lbs. will be required.

### **Responsible for Reporting to the Chief Financial Officer with Christ-Like Submission.**

*Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*

### **Demonstrates Christ-like Interpersonal Skills.**

*“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel.” Philippians 1:27, HCSB*

1. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
2. Recognize and respond humbly to differences in learning and communication styles, as well as cultural and philosophical perspectives of staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).

3. Demonstrate biblical conflict resolution skills with staff beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
4. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
5. Recognize the emotional needs, family dynamics and other personal difficulties of other staff members and respond with love and prayer (Jn. 15:12-14).

**Honor God's Provision by Keeping OBHC Property Well Maintained.** *"Honor the LORD with your possessions." Proverbs 3:9a, HCSB*

1. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of OBHC property, treating each item as a gift from the Lord (Jas. 1:17).
2. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to administration (Prov. 28:18).
3. Demonstrate and model stewardship and ownership in the office by keeping allotted office space, office equipment, and other resources/areas clean and picked up (Gal. 6:4, 5).
4. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

**Additional Responsibilities**

*"And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17, HCSB*

1. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
2. Out of respect for the Lord and OBHC, maintain punctuality to office hours (Phil. 2:3).
3. Time off for personal needs or requests of any type of leave must be arranged in advance, demonstrating Christ-like respect for authority (1 Pet. 2:17).
4. Be available to represent OBHC in public meetings as per request (1 Cor. 14:40).
5. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
6. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
7. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
8. Be able to meet all qualifications and expectations as outlined in *OBHC Policies* section (VI., K) unless otherwise specified by qualifications listed in this job description (Prov. 18:9).
9. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).