

Communications Administrative Assistant

Description

Our communications department is seeking a part-time administrative assistant that can work Monday-Thursday who is tech savvy, detail-oriented and task driven. Must be able to multitask in a fast-paced ever changing environment.

Characteristics

- Spiritually Mature: Functions with a high level of integrity and character.
- Tech Savvy: Ability to learn new software independently and stay up-to-date with little assistance or no support. No coding needed.
- Poise: Can handle confidential and private information with discernment.
- Detail-Oriented: Able to track highly detailed information that is ever changing in a fast-paced environment
- Efficient: Uses time well and can get things done in reasonable time.
- Flexible: Adjusts to change well.
- Multi-tasker: Ability to handle multiple tasks at one time with excellence and accuracy.
- Clear Communication Skills: Can articulate themselves well in speech and in writing.
- Task-Oriented: Driven by tasks and to-do list while being friendly, social and kind.
- Systems Oriented: Has personal systems in place to get things done and can work well within department systems.
- Teachable: Can handle coaching, gentle correction and critical feedback.

Weekly/Monthly Task

- Enews
- Eastview Family News
- Daily Devotion Proofing and Publishing
- Approval of Ministry Platform events
- Make room reservations and help schedule calendars
- Communicate with volunteers (emails, meetings, etc.)
- POs, check requests and financial reports
- Shopping trips, online shopping, food orders and vendor deliveries and pickups
- Minor website edits
- Proofread materials (emails, documents, publications and scripts)
- Minor copy editing
- Podcast uploads
- Keep communal office space straightened up and aid with organization of storage spaces

Software (Prior experience not essential, but helpful. Must be willing to learn.)

- Email Distribution (Mailchimp)
- Database (Ministry Platform)
- Word Processing and Spreadsheets (Office 365 and Google Work)
- Financial Reporting and Recording (Shelby)
- Podcasting (Podbean, Apple Podcasts)
- Scheduling (Google Calendars, Office 365, Service U)
- Email (Gmail, Office 365)