

STUDENT MINISTRIES ADMINISTRATIVE ASSISTANT

Position Objective:

To provide administrative assistance to the Student Ministries Director.

Position Description:

This role would help provide organization and run the vision set by the Student Ministries Director. This role would have flexibility to be remote with occasional in-office responsibilities.

Qualifications/Abilities:

- Outstanding organizational and time management skills
- MS Office proficiency
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Ability to multitask and prioritize daily workload

Responsibilities:

- Manage information flow in a timely and accurate manner
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports

Time Commitment:

10-20 Hours per week