



Position Description:
Administrative Support

Reports to: Assistant Director

Purpose: Perform a wide range of administrative and office support activities for multiple departments to facilitate the efficient operation of the organization.

Responsibilities

Marketing

- Execute various tasks that support the overall Social Media & Marketing Strategy for the Jesus Center (Facebook, Twitter, IG, etc.)
- Assist in brand management across all programs, signage, promotions, etc.
- Assist in the creation of promotional collateral
- Conduct Jesus Center tours, as needed

Fundraising

- Assist with maintenance of prospect and donor data in Gift Works
- Execute various tasks that support the Annual Development Plan of the Jesus Center
- Supportive role in the processing of incoming donations
- Assist the Assistant Director & Executive Director with annual Special Events (RFF, Food Drive, Spring Luncheon, Donor Dinner, etc.)

Other

- Collaborate with the Volunteer Coordinator in an effort to support community relationships (CAVE, etc.)
- Provide administrative support to senior staff
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax

Qualifications

- Related work experience in marketing and fundraising
- Commitment to the values of the Jesus Center
- Demonstrated attention to detail
- Open, sort and distribute incoming correspondence
- Ability to order office supplies and research new deals and suppliers
- Knowledge of office managements systems and procedures
- Superior communication skills – both written and verbal
- Proficient in the use of various MS Office programs, including Word and Excel, and ability to use various databases
- The ability to manage multiple tasks and prioritize
- The ability to self-direct and proactively identify and address departmental/organizational needs
- Creativity, a strong work ethic, a sense of humor and a team player
- A valid driver's license and the ability to get to external meetings and events, as required.