

Redwood Gospel Mission

Job Description

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

- Job Title:** Administrative Assistant
- Location:** 1821 Piner Road
- Ministry:** Partner & Community Ministries
- Time Commitment:** 25-30 hours per week. Additional hours available during holidays and events.
- Supervisor:** Director of Partner & Community Ministries
- Also works with:** Other Partner and Community staff
- Qualifications:** Administrative Assistant must have 1-3 years' experience in office administration, data entry or similar experience. Position requires a highly detail oriented person with excellent communication skills, both written and oral. Proficiency in Microsoft Office suite, publication design, knowledge and experience with online data base management software is desired. Experience with Adobe Photo Shop and Indesign desired, but not required.

Position Summary:

Provide administrative support to the Partner and Community Ministry team with a variety of tasks including, but not limited to data entry, document creation, publication design, scheduling, writing, filing, and other administrative tasks.

Duties and Responsibilities:

- * Provide a wide variety of administrative support to ensure efficient operation of Partner & Community Ministries.
- * Assist with updating data base information in DonorPerfect, Qgiv, Volgistics- churches, volunteers, gifts and events.
- * Design and update flyers, brochures, documents. Assist with printing, folding and mailing documents. Help maintain spreadsheets.
- * Schedule appointments and maintain calendars.
- * For events; provide administrative support including, but not limited to, calling churches and volunteers, email communication, volunteer data base support to staff and volunteers. Attend and provide support at events as needed.
- * Other duties assigned by supervisor.