



*Celebrating 30 Years
of Faithful Service
in Whatcom County*

Administrative Assistant Job Description

Part-time position: a minimum of 15 hours per week; with the possibility of up to 20. Some schedule flexibility. Starting pay rate: \$12-14 depending on experience.

The Lead Administrative Assistant plays a primary role in keeping the Love INC office running efficiently. This person is responsible for the overall office administration, communication and organization.

General Duties:

- Communication with Love INC Constituents: Communicate to constituents via donation thank you letters, tax receipts, event invites, newsletter mailings, etc. Proofread reports and written documents for grammar, punctuation and spelling errors. Create draft communications for the director's overview. This is the primary area of responsibility.
- Love INC's office General Administration and Communication: Support the Director with non-Clearinghouse related communication for the organization. Prepare informational packets for new churches, volunteers etc. Process mail and email communications, phone calls and messages. May schedule meetings and help manage office calendar.
- Financial: Basic bookkeeping responsibilities. Process incoming donations in QuickBooks, keep donation log, and help prepare bank deposits. Generate checks for vendors and for executive review.
- General Office Organization & Records Systems: Maintain filing systems and recordkeeping in partnership with the office staff. Order office supplies as needed. Maintain and update the records of constituent contact information, mailing list, tracking church partnering info and partnership records, etc.
- Additional desirable duties: Troubleshoot minor computer software/hardware problems. Assist with some media/marketing and advertising through social media networks.

Required Skills:

- Experience and Strong skills in communication, organization, and administration.
- Strong computer skills: Proficient with Word, Excel, Gmail and Google Docs, and navigating the Internet and social media networks. Confident learning new computer software and databases, such as Publisher, Mail Chimp, QuickBooks, etc. Able to help with some media/marketing via social media networks. Desirable: computer troubleshooting skills.
- Relational Skills: Patience, listening, lovingly serving, and communicating kindly with people.

Qualifications:

- Past administrative experience strongly preferred.
- Efficient with time, well-organized, self-motivated, dependable and a team player.
- Familiar with social media networks (Facebook, Twitter, LinkedIn).