

Christ Life Ministries - PT Administrative Assistant Job Description

- Please submit resume, cover letter, and 3 references to info@christlifemin.org
- **Position Summary**
 - The PT Administrative Assistant position at Christ Life Ministries is a part-time position with focuses in data entry, communications, and business administration. Design, marketing, or media editing experience is a plus.
- **Essential Functions**
 - Communications
 - Answer incoming phone calls and sort/return phone messages
 - Manage ministry emails
 - Bulk mailings & Sort incoming mail
 - Oversee the monthly donor letter
 - Data entry
 - Oversight of the CLM database
 - Maintaining new entries of the CLM database
 - Manage Prayer Advance Registration and Confirmation processing
 - Meeting confirmation and booking
 - Business Administration
 - Order fulfillment
 - Office upkeep
 - Other tasks as deemed needed within the time limits as stated below
- **Expectations**
 - Demonstrated commitment to living as a disciple of Christ, transformed by His saving grace, and committed to God's ongoing sanctifying work of grace.
 - Exhibit a positive attitude and possess a professional appearance and demeanor.
 - Demonstrate a high level of trust, discretion, and confidentiality.
 - At least 1 year of experience in job focuses (data entry/communications/admin)
- **Essential Skills**
 - Excellent verbal/written communication skills.
 - Self-starter, good at multi-tasking and prioritizing projects.
 - Strong organizational and administrative skills.
 - Strong technical skills with a creative eye for design.
- **Time Commitment**
 - A minimum of 20 hours per week and a maximum expectation of 28 hours per week, without prior communication, mutual agreement, and proper authorization.
 - 4-8 weeks a year there is potential for more than 28 hours a week if able.
- **Compensation & Benefits**
 - Part-time Position/Competitive Hourly Rate based on experience and skills.

X:_____ Date:

We will contact you if we desire to proceed with an interview. Thank you for your consideration!