



Grace at the Fray

Administrative Assistant for Communications Team

Part-Time Job Opening in Mission Agency's Home Office Jenkintown, PA

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a part-time Administrative Assistant to join our Communications Team in the home office. This team helps tell the story of Serge's Kingdom work across all our communications platforms (printed material, blogs, website, and social media). The Assistant will perform administrative tasks, support project management, and coordinate our communications calendar with other Serge departments to make sure that all aspects of Serge's work are represented.

Position is onsite, part-time at 20 hours per week and includes paid leave and 401(k) retirement benefits. If you have a passion for global communication of the Gospel and are skilled to perform this key role, we invite you to apply. Qualified applicants will have experience in administration, editing, and project workflow.

Responsibilities

- Provides administrative support including but not limited to answering correspondence, coordinating meetings, setting agendas, printing, mailing, invoicing, submitting reimbursements, and arranging travel.
- Manages, monitors, and helps coordinate all Serge-wide Communication calendars in Google Sheets and other project management tools.
- Supports Communications Team in creating and managing department budgets and metric reports.
- Proofreads and ensures grammatical and formatting correctness of out-going communications including but not limited to emails, print collateral, and internal Serge-wide emails.
- Monitors overall inventory of print materials and reorders supplies as needed to ensure adequate availability of resources.
- Improves departmental organization of projects, responsibilities, and resources, identifies bottlenecks, simplifies processes, and increases workflow efficiency.

Requirements

- A personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Excellent grammar and proofreading experience.
- Effective time management skills, solid organizational techniques, and high attention to detail.
- Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, Salesforce, and Concur.
- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to unexpected changes in tasks and projects.
- Strong interpersonal skills with ability to engage, support, care, serve, and communicate effectively.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

7/24/2021