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| Job Title: | Administrative Assistant / Communications Secretary | Organization: | Gathering Palm Beach County |
| Denomination: | Inter-denominational Christian | Date Posted: |  |
| Ministry Description: | Engaging Men to be Fully Alive | Position Type: | Part-Time |
| Applications Accepted By: |
| E-mail:dennis@gatheringpb.comSubject Line:Attention: Administrative Assistant / Communications Secretary Position | Mail:Dennis DeMaroisGathering Palm Beach County9314 Forest Hill Blvd, Ste 56Wellington, FL 33411 |
| Job Description |
| Role and ResponsibilitiesAssist with communication, office tasks, help Director with tasks and other tasks assigned by the Board.Skills would include communication, ability to prioritize, and manage multiple tasks.* Produce weekly and monthly Constant Contact e-newsletters
* Maintain and update website, including work with design, photos, video and audio files
* Manage social media and external communications (including Facebook, Twitter, YouTube)
* Support communications and marketing of events
* Manage the membership database (ACT! Database)
* Generate necessary mailing lists/labels for mailings, as needed
* Process daily mail and weekly donations
* Process monthly financials and billing using Quickbooks
* Prepare and coordinate materials and information for Boot Camp for New Dads
* Assist Director in preparation for board meetings, weekly small groups, and bi-annual Men’s Outreach Breakfasts
* Answer phones as needed

Qualifications Requirements* Office administration skills including competence in Microsoft Word, Outlook, Excel, PowerPoint, and Publisher; ACT! Database and Constant Contact experience a plus
* Basic website management abilities desired (Ekklesia360 is what is used in office)
* Experience in using Quickbooks for basic reporting and data entry
* Skilled at using various social media platforms
* Friendly, approachable personality
* Excellent organization and communication skills
* Ability to work independently and with a team
* Ability to use copier, fax machine, and other office equipment
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