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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.com  Subject Line:  Attention: Administrative Assistant / Communications Secretary Position | | Mail:  Dennis DeMarois  Gathering Palm Beach County  9314 Forest Hill Blvd, Ste 56  Wellington, FL 33411 | | |
| Job Description | | | | |
| Role and Responsibilities  Assist 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 | | | | |