

# **Administrative Assistant – Women’s Center for Ministry and Women’s Transformational Leadership– Portland**

**Hours:** 15 hours/week (.375 FTE). Up to 20 hours/ week prior to events

**Accountability:** Works under the direction of the Director of the Women’s Center for Ministry/Coordinator (WCM) of the Women’s Transformational Leadership (WL) Program and will coordinate academic services with the Academic Affairs Office.

**Position Summary:** Administrative Assistant provides event coordination and office support for WCM programs or events as well as support for faculty and students in WL programs.

## **Essential Functions:**

- Communications for WCM and WL
  - Respond to and direct all correspondence appropriately
  - Prepare, update, and distribute WL and WCM promotional materials for events and courses
  - Creatively develop and maintain WL and WCM websites and social media accounts
  - Prepare, manage and oversee the creation and distribution of a monthly WCM newsletter (MailChimp)
  - Work with the Director in contacting Christian colleges to recruit students to Western
- WCM Event Organization and Implementation
  - Assist director in organizing and implementing WCM events (REVIVE, IGNITE and new opportunities)
  - Create promotional materials, REVIVE handouts, and IGNITE booklets, maintain the website and update social media accounts for all WCM events in partnership with Western’s marketing and communications personnel
  - Maintain financial records for WCM events and communicate with Western's business office for financial procedures
  - Serve as the registration, financial, and speaker communications coordinator for events
- Data Management for WCM and WL



- Manage database files for WL and WCM, including registration when appropriate
- General Office Duties
  - Maintain a clean and well-organized office environment
  - Make copies, order supplies, file, maintain records, and generate meeting reports and correspondence as needed
  - Maintain and update office files
  - Carry out additional tasks as requested by the director

**Qualifications:**

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Sincere heart for Western Seminary students and women
- Willing to take on new tasks the director deems necessary for the advancement of WCM/WL
- Social media, marketing, and communications skills required (familiar with Canva or Adobe Spark)
- Flexible team player, able to be both relational and task-oriented in job
- Ability to communicate effectively with coworkers, students, and the public both orally and in written form
- Capability to deal maturely with sensitive/confidential information
- Superior organizational skills with the ability to prioritize and manage multiple tasks with efficiency and composure
- High level of proficiency with PC computers and Microsoft Office software essential; familiarity with, or willingness and ability to learn other software (i.e., Adobe InDesign and Media Encoder); basic understanding of HTML
- Excellent proofreading skills and concern for accuracy in all work produced
- Experience in ministry to women and familiarity with women's ministry programs and women's issues preferred.
- Associates degree or above preferred
- Able to lift 15 pounds with minimal assistance