



**Job Posting: Administrative Assistant/Client and Donor Coordinator -Part Time**

**Job Purpose:** Provide administrative assistance and client, donor, and staff support - special focus on office administrative services.

**Duties:**

- Answers phones and responds, handles, or transfers as appropriate. Schedules intakes as directed.
- Collects required information/forms from clients and confirms appointments.
- Conducts follow-up with clients taking the online assessment.
- Coordinates opportunities for reaching potential clients - could include social media, e-alerts, brochure distribution and communications with churches, organizations or other appropriate venues.
- Coordinates blog schedule and posting dates
- Administratively support major events (Sweetheart Gala, etc)
- Office cleaning duties
- Coordinates communication with champions including donors, volunteers, and intercessors.
- Assists with set up, check-in (hospitality) at ECC programs & meetings.
- Support services as assigned by the Director of Operations.

**Skills/Qualifications:** To perform competently in this position, the successful candidate will be an organized, self-starter able to multi-task effectively and be flexible to challenges and opportunities. They must be able to work well as a part of a team and forge and maintain positive community relations. Proficiency in Microsoft Office software and a variety of online programs is essential.

**Education:** Prefer a minimum of associates degree in areas of Business or Communication

**Experience:** 2-5 years' experience in any role that requires organizational, multi-tasking, and communication skills

**Work schedule:** Typical hours Mon-Thu 9a-2p; 20 hours per week (negotiable)

**Compensation:**

- Pay range is \$15-\$17 per hour depending on experience.
- Paid holidays, vacation and sick time
- Eligible for Simple IRA salary match of up to 3%

**Email of interest with attached resume to Theresa Mabry- [theresa@encompasscc.org](mailto:theresa@encompasscc.org)**