

SCRIPTURE UNION USA

Helping people meet God every day.™

Position Profile for Administrative Assistant Pittsburgh / Southwestern, PA Region

Position Summary

Scripture Union desires to hire an Administrative Assistant from the Pittsburgh area to assist and support the ministry of the Director, E100 Pittsburgh Initiative.

Qualifications

Spiritual

- Mature, personal commitment to Jesus Christ
- Passion for reading and living God's Word

Professional

- Exceptional administrative and organizational skills
- Ability to manage multiple projects
- Good computer skills
- Excellent telephone, communication and people skills
- College education preferred but not required.
- A self-starter / high degree of motivation and initiative.
- Good employment history.

Ministry

- Keen interest in representing and supporting Christian ministry.
- Familiarity with and presently living in the Pittsburgh area.

Reports to:

- Director, E100 Pittsburgh Initiative

Administrative Assistant Responsibilities

- Develop and maintain the administrative systems necessary to support the development and delivery of the E100 Pittsburgh Initiative.

- ❑ Scheduling and coordinating local appointments for the Director.
- ❑ Preparation of correspondence, reports, promotional releases.
- ❑ Provide Customer service to churches/organizations/colleges/partners (groups) participating in all phase of the E100 Pittsburgh Initiative. Be familiar with all SU Resources.
- ❑ Coordinate and maintain local inventory, handle shipping of all requests for the purchase of resource material provided locally through phone or written orders. Billing information to be submitted to appropriate staff person.
- ❑ Follow-up by phone all shipments of resource materials to confirm shipment was received, answer questions, secure additional contact information needed for future communication and cultivate supportive relationship.
- ❑ Create, record and maintain data file of all 'groups' participating in the E100 Pittsburgh Initiative. Include name and contact information of coordinator, area serviced and annually update records to keep current
- ❑ Assist in scheduling, coordinating and attend upon request E100 Pittsburgh Initiative Council meetings.
- ❑ Develop a computerized system and method to collect the names of all volunteers associated with PrimeTime and SuperKids ministry as received from Children's Outreach Ministry Specialist.
- ❑ Assist with the collection and recording of ministry stories / photos.
- ❑ Support the Director with other related responsibilities.

Position Details

- ❑ Part time position – 24 hours per week
- ❑ Salary is negotiable
- ❑ Position available immediately

Contact Information

- ❑ For more information about Scripture Union and application / reference forms visit: <http://www.scriptureunion.org/employment-opportunities>
- ❑ Additional information contact Gil Reynders, E100 Pittsburgh Director / National Field Director at GilR@ScriptureUnion.org or call 508-468-7596 (mobile phone).