

NEW Administrative Assistant for Mission Agency **Part-Time Job Opening in Jenkintown, PA**

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a part-time Administrative Assistant to join our Development department in the home office. This department helps ensure our sustainability by identifying and inviting donors to partner with Serge, growing and maintaining donor relationships, and keeping donors abreast of mission field projects, needs, and outcomes. The Assistant will perform administrative tasks, support project management, maintain donor relations, and manage files and digital records. Part-time hours are 20 per week with paid leave and pension benefits. If you have a passion to advance the Gospel and the expertise for this key role, we invite you to apply. Qualified applicants will have experience in administration, computer systems and software, and data and project management.

Responsibilities

- Provide focused, upper-management-level assistance, allowing Director and department to focus on strategic priorities and goals.
- Create, maintain, report, and provide metrics tracking for budget, expenses, goals, and metrics.
- Coordinate, schedule, assist with PowerPoint presentations, prepare and distribute materials, and provide note-taking and follow-up for meetings.
- Perform administrative tasks including but not limited to managing calls and correspondence, printing, mailing, faxing, invoicing, filing, and maintaining databases and supplies inventory.
- Proofread and ensure grammatical and formatting correctness and quality of communications including but not limited to emails, print collateral, and internal and external messaging.
- Manage organization of archive files of home office, DropBox, server, and digital asset database.
- Support the department by improving overall organization of information, simplifying processes, eliminating bottlenecks, and increasing efficiency of systems and project management.
- Communicate and build relationships with donors via handwritten notes, emails, and phone calls.

Requirements

- Personal relationship with Jesus Christ and a genuine desire to apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Bachelor's degree or comparable administrative experience.
- Excellent grammar and proofreading experience.
- Strong computer skills including mastery of or strong aptitude for learning MS Office (Word, Excel, PowerPoint), MAC OS, Google, Salesforce, MailChimp, Concur, and project management software.
- Effective time management skills, solid organizational techniques, and high attention to detail.
- Embraces routine yet flexible and able to prioritize, accommodate, and adapt to unexpected changes in tasks and projects.
- Possesses strong interpersonal skills with an ability to engage, support, care, serve, and communicate effectively.
- Exercises high level of discretion in handling sensitive and confidential situations and communications.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.