



Redwood Gospel Missions Administrative Assistant

Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

Location: 2447 Summerfield Road, Santa Rosa
Ministry: Partner & Community
Time Commitment: 25-30 hours per week. Additional hours available during holidays & events.
Supervisor: Director of Partner & Community
Also works with: Other Partner & Community staff

Position Summary: Provide administrative support to the Partner and Community Ministry team with a variety of tasks including, but not limited to, data entry, document creation, publication design, scheduling, writing, special event permits and other administrative tasks.

Qualifications: Administrative Assistant must have 1-3 years experience in office administration, data entry or similar experience. The position requires a highly detail-oriented person with excellent communication skills, both written and oral. Proficiency in Microsoft Office Suite and publication design. Knowledge and experience with online data base management software is desired. Experience with Adobe Photoshop and Indesign desired, but not required.

Duties &

Responsibilities:

- *Provide a wide variety of administrative support to ensure efficient operation of Partner and Community Ministries.
- *Assist with updating data base information in DonorPerfect, Qgiv, Volunteer Tracker- churches, volunteers, gifts, and events.
- *Design and update flyers, brochures and documents. Assist with printing, folding and mailing documents. Help maintain spreadsheets.
- *Schedule appointments and maintain calendars.
- *For events; provide administrative support including, but not limited to, calling churches and volunteers, email communication, volunteer data base support to staff and volunteers. Attend and provide support at events as needed.
- *Assist with answering phones.
- *Other duties as assigned by supervisor.