

Pivot Ministry Administrative Coordinator

This part-time role, reporting to the Executive Director, will be responsible for providing administrative support to Pivot Ministry.

Skills and Competencies

- Excellent organizational skills
 - Strong communication and interpersonal skills
 - Knowledge of Pivot Ministry
 - Adaptable and flexible
 - Advanced skills in Excel and Word
 - Attention to detail
 - Well-developed writing, grammar, and editing skills
 - Emotional intelligence
 - Ability to lift 20 lbs.
 - Take initiative and problem-solve
- These are a plus:
- Knowledge of database management
 - Strong research skills
 - Proficiency with social media
 - Administrative experience
 - Knowledge of Shutterfly
 - Knowledge of PowerPoint

Duties and Responsibilities

Office Administration:

- Maintain database of donors, participants and volunteers
- Run reports from database as needed
- Track receipts
- Acknowledge donors through thank-you letters
- Assemble and disseminate informational packages for Board and committee meetings
- Ensure location (including set-up and clean-up), food, and other supplies for meetings
- General office duties (filing, printing, sorting, responding to emails)
- Send communications through database and/or MailChimp
- Communicate with webmaster on website updates
- Assist with data entry, deposits, expense tracking, and reporting as defined by internal control policies and procedures
- Perform other duties as assigned

Weekly Class Preparation Support:

- Gather and pack supplies for class each week
- Coordinate snacks, drinks, lunches
- Assemble notebooks
- Prepare handouts and materials
- Confirm schedules with instructors

