

Administrative Professional

Supervisor:	Office Manager
Direct Reports:	None
Status:	Part-time (12-16 hours per week) – [specific office hours negotiable]
Location:	WGLD office (this is not a remote position – office presence required)
Salary/Benefits:	\$18.00 / hour with paid holidays and vacation

Position Overview:

Join a small but kingdom focused, family-oriented team at the District Office of the Western Great Lakes District of the Christian and Missionary Alliance. Together we serve our churches and seek to further outreach into the State of Wisconsin and the Upper Peninsula of Michigan. Work under the supervision of the office manager by completing administrative tasks timely and excellently.

Duties:

As a member of our administrative team your duties will include but are not limited to:

- Answering the phone and returning phone calls
- Assisting the office staff in the development and production of materials.
- Setting up, preparing for, and assisting in the hosting of meetings
- Regularly interfacing with the National office
- Regularly interfacing with our guests
- Regularly communicating with our churches
- Producing and running reports
- Other projects as deemed necessary
- Be a valued member of our team

Preferred Requirements:

- College Degree
- At least five years of office work experience
- Computer literate
- Proficient with Microsoft Office (word, excel, publisher, Power Point)
- Ability to multi-task, at times in a fast-paced environment
- Ability to work well in a team environment, and individually at times
- Strong attention in detail
- Strong writing skills and firm grasp of the English language
- Good organizational skills
- Able to stand, walk, and sit for four consecutive hours.

Preferred Personality Profile:

- Personable
- Dependable
- Professional
- Confidential
- Punctual
- Respectful
- Trustworthy
- Self-starter
- Great listener
- Courteous
- Positive attitude
- Stable
- Loyal
- Self-Motivated