



*Transforming Lives....
Shaping Generations*

*"I will be a Father
to you, and you
shall be My sons
and daughters,
says the
Lord Almighty."
(2 Cor. 6:18)*

Counseling
Advocacy
Support Groups
Transitional Housing
Life Skills Training
Education

704-263-4204
www.KDMonline.org

PO Box 476
Stanley, NC 28164

Job Description:
ADMINISTRATIVE ASSISTANT (Part time)

Approximately 32 hours per week at the Ministry
Ruby Hall Recovery Center - primarily between the hours of
8:30am to 4:30pm Monday through Thursday

POSITION SUMMARY:

The Administrative Assistant is responsible for supporting the day-to-day operations of the Ministry's Recovery Center. This position works closely with Ministry leaders and staff to provide administrative support, light bookkeeping, and social media marketing for our growing organization.

Reports to the Executive Director

SPECIFIC DUTIES AND RESPONSIBILITIES:

Administrative

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Set up & tear down for various education, training, and ministry events at the Ministry Recovery Center
- Prepare communications, such as memos, emails, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Maintain filing systems, both electronic and physical, keeping vital information up to date and confidential
- Clean ministry spaces and maintain adequate office and hospitality supplies within budget constraints
- Assist in coordination of maintenance and repair of facility and equipment for the Ministry Recovery Center
- Collect, collate, and distribute mail and other errands, as needed
- Maintain and file pertinent historical documents and records of the Ministry
- Other duties as assigned

Bookkeeping

- Data entry for accounts receivables, revenue tracking, and statistical information
- Update and maintain donor records and process acknowledgments as needed

Social Media Marketing

- Assist the development of and timely distribution of Ministry information and events on various social media platforms

QUALIFICATIONS:

- Demonstrated deep understanding of and commitment to Christ and a passion for seeing KDM target population develop faith in Christ.
- Experience with Word, Excel, QuickBooks and a variety of media platforms.
- Demonstrated success and versatility in communication skills; written, oral and interpersonal.
- Ability to work independently and as part of a cohesive team.
- Ability to remain calm and productive while adjusting to a fluid work environment.
- Ability and resilience for juggling multiple priorities and projects underway simultaneously.
- Ability to maintain strict confidentiality and reliability

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