



## CHRISTIAN UNION

### **Administrative Assistant Dartmouth Ministry**

#### **Job Description:**

#### **Organization Background:**

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to the nation's most strategic universities, thereby developing and mobilizing godly leadership for all sectors of society. The ministry is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ in these institutions. For more information, the ministry website can be referenced here: [www.ChristianUnion.org](http://www.ChristianUnion.org).

#### **Description:**

Christian Union seeks a qualified individual to serve in a part-time position that provides support to the Ministry director. The position requires versatility, administrative and organizational skills, attention to detail, and teamwork. It includes financial, administrative, event and project coordination, metrics, liaison, and various other tasks as needed.

This position reports to the Ministry Director.

#### **Responsibilities:**

- Provide a full range of administrative support for ministry projects
- Function as a liaison between Ministry Director, ministry staff and students
- Prepare and submit expense reports monthly for Ministry Director
- Assist in facilitating communication regarding team meetings, retreats, and other correspondence as assigned.
- Supports Christian Union's onsite and offsite events
- Manages and coordinates usage of the center
- Sets up for weekly staff meeting and run on-screen meeting software
- Coordinate projects as requested by Ministry Director
- Perform general ministry errands on behalf of the Ministry Director
- Other duties as required

#### **Competencies Required:**

- Strong devotion to Jesus Christ and a consistent Christian lifestyle
- In agreement with Christian Union's Statement of Faith and Ethics
- A professional, positive manner with which to represent the ministry
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Excellent written and verbal communication skills
- Prior experience with general office management tasks

- Proficient with Google docs suite
- IT skills a plus

**Location:**

Hanover, New Hampshire

**Hours and Pay:**

10-15 hours each week. The administrative assistant will submit a time-sheet bi-monthly and be paid \$20 per hour.

**Preference:**

Preference is given to candidates who can start immediately.

**Application Process:**

Interested applicants should send a cover letter and resume to: [opportunities@christianunion.org](mailto:opportunities@christianunion.org)