JOB DESCRIPTION

Title: Administrative Assistant and Event Planner

FTE: 0.5
Reports to: Director of Administration
FLSA: Non-Exempt
Company: Virginia Mennonite Conference
virginiaconference.org

Position Summary

The purpose of the Administrative Assistant and Event Planner is to support the work of the Executive Staff in day-to-day operation.

Duties and Responsibilities

Administrative Assistant (60%)

Process donations, tracking in database and with accountant.
Submit approved payables biweekly.
Maintain contact management database and filing system (paper and digital).
Create invoices for the annual billing cycle.
Maintain master organizational calendar.
Collect annual statistics.
Prepare weekly Bulletin Announcements.
Help as needed with mailings (2-3 per year).

Event Planning (non-program) (40%)

Organize logistics for all events. Examples include arranging food, coordinating volunteers, and being a liaison with the event location. Winter Assembly (1 day) and Summer Assembly (3 days) are the two major annual events. Other events include workshops, training and meetings.

Minimum Requirements

1-3 years of experience in organization or administration preferred.
Must be able to communicate professionally and with clarity.
High level experience in Microsoft Word, Excel, and PowerPoint. Familiar with mail merges, complex Excel spreadsheets, and creates slides appropriate for use – screen or projection. presentation or independent viewing.
Knowledgeable in Google suite. Able to navigate Drive and manage share drives.
Familiar with or able to learn other software including MailChimp, WavesApp, Little Green Light, Jotform.
Able to work independently and judiciously.
Works well with others.

This position does not require public speaking. Overnight travel is rarely required but may be needed once or twice a year. Flexible hours are available within regular office hours, 9-5 Monday to Friday. Some evenings and weekends are required in Event Planning.