

Administrative Assistant

Job Summary:

We are seeking a valuable addition to our ministry team as a part-time Administrative Assistant! Typically, the administrator will be in the office Mondays - Wednesdays for 4 to 6 hours between 9 am - 3:30 pm (flexible). The wage is \$15/hr. As an Administrative Assistant, we welcome you to utilize your unique gifting and skills to contribute to the mission of ICM. *Please reach out to us if interested; contact info at the bottom.*

Responsibilities and Duties:

- Bookkeeping / Inventory / Payroll
- Accounts payable/receivable,
- Various administrative tasks/errands,
- Misc. Graphic Design Projects,
- Carrying out tasks of the SK director,
- Maintain ICM Social Media & Website,
- Drafting letters and proofreading.
- Participating in ICM events,
- Being a representative for ICM public/church relations,
- Participating in weekly prayer meetings,
- Giving input to ICM SK planning initiatives.

Requirements:

- A follower of Jesus, active in their local church and passionate about missions.
- High school diploma, although Bible college schooling is preferred.
- 1+ year of administrative experience.
- Familiar with Quickbooks, Mac OS, and non-profit structure.
- Required to sign the ICM Statements of Belief.

