



## Thrive Ministries (Niagara)

<b>Position:</b> Administrative Assistant Target Date: Fall 2023	<b>Contract position:</b> Up to 8 hours per week initially. Review after 3 months.		
<b>Reports to:</b> Thrive Ministries (Niagara) Director	<b>Compensation:</b> Hourly Rate \$18- 21 (4 weeks unpaid leave for vacation purposes)		
<b>Functional Area:</b> Administration Team	<b>Spiritual Gifts:</b> Administration		
<b>Primary Purpose:</b> As part of the Administration Team, provide administrative support for Thrive Ministries (Niagara) programs, groups and activities.			
<b>Responsibilities:</b> A variety of tasks/projects will be assigned as required and may include but not be limited to the following: <ol style="list-style-type: none"> <li>1. Plan and organize Thrive events and programs including registration, communication, speaker and facility booking, ordering supplies and other details specific to the event or program.</li> <li>2. Manage and grow social media accounts. (Facebook, Instagram, LinkedIn, Twitter and /or other platforms). Work collaboratively with content creator to meet posting deadlines.</li> <li>3. Update Thrive Ministries (Niagara) website including but not limited to events, resources and new posts</li> <li>4. Maintain database of clients, donors and partners             <ul style="list-style-type: none"> <li>• Add/update contact information for those served by Thrive, event attendees and ministry partners</li> </ul> </li> <li>5. Maintain and update MailChimp account lists             <ul style="list-style-type: none"> <li>• Add/update contact information for those who have attended any Thrive Ministries (Niagara) groups or events</li> </ul> </li> <li>6. Coordinate preparation and mailing of correspondence to donors, sponsors and service recipients. (newsletters, thank you letters, etc.)</li> </ol>			
<b>Expectations</b> <ul style="list-style-type: none"> <li>• Demonstrate strong character</li> <li>• Become familiar with the activities of Thrive Ministries (Niagara)</li> <li>• Agree with the Thrive Ministries (Niagara) bylaws, values, confidentiality policy and affirm its Statement of Faith</li> <li>• Sign off on the Conflict of Interest Policy and the Code of Personal Conduct</li> <li>• Participate in creating/improving administrative processes and systems</li> <li>• Able to work from your own home office</li> </ul>			
<b>Preferred Skills</b> <ul style="list-style-type: none"> <li>• Strong interpersonal and oral/written communication skills with attention to details</li> <li>• Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) and social media platforms (Facebook, Instagram, LinkedIn, Twitter and /or other platforms) and a willingness to learn other software applications</li> <li>• Working knowledge of WordPress, Eventbrite, MailChimp, TikTok</li> <li>• Able to work independently with minimal supervision and manage multiple tasks in a timely way</li> <li>• Experience working with highly confidential information</li> </ul>			
Approved by BOD	Date:	Updated	Date: June 2023

