

CAREER OPPORTUNITIES POSTED ON FEBRUARY 1, 2019

Administrative Assistant for Mission Advancement



INTERNATIONAL
MINISTRIES

Title: Administrative Assistant for Mission Advancement

Employment type: Full time, non-exempt

Location: King of Prussia, Pennsylvania

Deadline: March 1, 2019

Responsibilities: carry out administrative tasks on behalf of the Associate Executive Director for Mission Advancement including addressing correspondence drafting letters and documents, collecting and summarizing information and recording meeting minutes;

support Marketing/Communications with print production by inserting content into InDesign templates, uploading files to FTP sites, scheduling and mailing print materials, obtaining competitive printing bids and monitoring production schedules to meet deadlines; facilitate budget tracking; maintain the Communications/Marketing calendar

Qualifications: associate's or bachelor's degree in a related field; minimum of three years' experience in an administrative position; proficiency in Microsoft Word, Excel and PowerPoint and in Adobe InDesign

[Download the job description for more information and instructions on how to apply.](#)