

Allegheny Region Conference Administrative and Communications Assistant

Classification: Part Time 30 HRS.

The Administrative Assistant is responsible for assisting the Regional Director in supporting the ARC Administrative Council's duties and functions and managing regional communications.

Skills Desired

- Team oriented
- Strong oral and written communication skills
- Works well under pressure
- Self motivated
- Keep confidentiality

Proficiencies

- Apple platform
- Proficient with Excel, Word, Publisher and Zoom.
- Proficient with creating and maintaining social media platforms.

Job Requirements

- Admin
- Work from home.
- Maintain and manage office files and records, both electronic and physical.
- Maintain regional calendar.
- Assist Regional Director in communication through letters, email, and phone calls.
- Collect, collate and email Ad Council Dockets.
- Additional tasks as assigned by the Regional Director.
- IT/Social Media
- Create and maintain regional social media and email contacts with Ad Council, Pastors, and Ministry Leaders.
- Collect information and publish weekly regional update/news.

Physical Demands and Work Environment

- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential job functions.
- Work is performed from home. Reasonable accommodations will be made for a home office.
- Must be able to sit or stand for prolonged periods of time; to occasionally stop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment requiring repetitive hand movement and fine coordination including use of keyboard; to travel to other locations using various modes of private and commercial transportation; to verbally communicate to exchange information; to see in the normal visual range with or without correction; to hear in the normal Audio range with or without correction.
- The ARC is an equal opportunity employer.
- The ARC expects all employees to uphold the CGGC mission, values, and beliefs.

Time Off

The ARC offers 10 vacation days.