

**BUILDING RESILIENCE.
CHANGING THE NARRATIVE.
BREAKING THE CYCLE OF POVERTY.**

Administrative Assistant Job Description

Non-Exempt

Position Title: Administrative Assistant

Reports To: Executive Director

Salary: \$26/hr

About The Resilient Project:

The Resilient Project, a faith based 501-(c)(3) non-profit organization, is a mentoring program that is working to transform the lives of youth in under-resourced communities by putting them on a trajectory to succeed. Our program matches youth with healthy supportive mentors who impart the life skills necessary for them to build resilience and reach their educational and professional goals. We provide youth with opportunities and resources that they have not been afforded so that they can overcome the many economic and social obstacles that they face. Many of the youth entering our program are full of untapped potential and we are committed to helping them identify and develop their gifts so that they can reach their highest potential and walk in the calling that God has for them. The Resilient Project is empowering children to break the cycle of poverty by equipping them to rise above their circumstances.

Job Purpose:

To help manage our day-to-day operations. Responsibilities include basic bookkeeping, database management and general office support.

Essential Functions:

1. Administrative Support:

This position is responsible for providing general administrative support as needed, including but not limited to:

- Perform basic bookkeeping tasks including mailing checks, making deposits, etc.
- Purchase office supplies and keep storage room stocked and organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents

- Maintain organizational files and documents
- Manage donor database
- Manage repair and maintenance of office equipment, including computers, phones and printers
- Perform general administrative support
- Office improvements

2. Communications:

- Assist with print and electronic newsletters
- Coordinate website updates
- Assist with donor communications, including appeal and thank you letters
- Coordinate bulk mailings
- Maintain organizational archives

3. Take on additional tasks as directed by the Executive Director

Qualifications:

- Minimum two years related experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks is a plus.
- Ability to multitask and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to The Resilient Project mission.

Compensation and benefits:

Starting wage is \$26/hr. This Position comes with a monthly stipend which includes reimbursement for mileage, and other work-related expenses.

Schedule:

This a temporary 20 hour per week position, Monday through Friday during daytime hours. There is some flexibility in scheduling.

Statement of Faith:

The Resilient Project is a faith-based organization. We believe that every child has intrinsic value and God has a purpose and a plan for their future. Their identity is not defined by the trauma they have experienced, and their future should not be determined by those experiences either. Every child deserves to be a part of a community that fills them with a sense of belonging and hope. At the Resilient Project, we are devoted to being a place where that hope, belonging and healing is tangible for every child we serve. We hold to the historic teachings of Christian orthodoxy as articulated in the Apostles Creed and the Nicene Creed. The board of directors, along with the faculty and staff of The Resilient Project, are committed to an evangelical

interpretation and application of the Christian faith. All employees are expected to understand and adhere to the following articles of belief:

- That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
- That there is one God, eternally existent in the three persons: Father, Son and Holy Spirit.
- That man was created in the image of God but, as a result of sin, is lost and powerless to save himself.
- That the only hope for man is to believe on the Lord Jesus Christ, the virgin-born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.
- That Jesus Christ will personally return to earth in power and glory.
- That the Holy Spirit indwells those who receive Christ for the purpose of enabling them to live righteous and holy lives.
- That the Church is the Body of Christ and is comprised of all those who, through belief in Christ, have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelism and nurturing and discipling of Christians.

Please submit your statement of faith with the rest of your application.

To apply:

Please submit your resume and a cover letter explaining your relevant skills and experience related to this position, as well as your statement of faith and why you want to work at The Resilient Project. You can submit your application on our website through the application portal or you can email it to us at info@theresilientproject.org. Position open until filled.

The Resilient Project is committed to our community, equity, and diversity in our workplace. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.