



Administrative Assistant

Hired by: Director of Advancement

Status: 12-Months | Part-Time Non-Exempt

Reports to: Director of Advancement

Office: Hybrid

The Administrative Assistant provides professional and collegial support to the Advancement Team, managing various administrative tasks. The ideal candidate enjoys helping others, working behind the scenes, demonstrates computer and database prowess and is organized and detail-driven. This position is 10-hours per week.

Spiritual Life

- Professes faith in Jesus Christ as LORD and Savior.
- Engages in the life and ministry of an evangelical church.
- Pursues a life of spiritual development by regularly studying scripture and prayer.
- Demonstrates the fruits of the Spirit as a byproduct of a growing faith.
- Believes and supports the school's statement of faith.
- Agrees to abide by the Lifestyle Statement.

Professional Responsibilities

- Process gifts, generate receipts for donors, provide reports to the Finance Department, and complete monthly and yearly audits.
- Manage the CRM, including:
 - Importing and cleaning up data from FACTS;
 - Updating the records for withdrawn families, deceased constituents, graduating students, etc.; and
 - Managing duplicate records, linking records, etc.
- Handle purchase orders, meeting logistics, and facilities requests.
- Conduct occasional mail merges and assist with other mailings.
- Provide support to the Advancement Team, including at Advancement-directed events.
- Serve as an active member of the Advancement Team and WC community.

Qualifications and Skills

- **Education:** College degree preferred.
- **Experience:** Must demonstrate experience using technology, learning various web-based platforms, and having intuitive bookkeeping skills.
- **Skills:**
 - **Self-Starter:** Ability to take the initiative, work independently, and hold oneself accountable.
 - **Organized and Deadline-Oriented:** Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
 - **Problem-Solver:** Capable of finding solutions to challenges and obstacles.
 - **Flexible:** Willingness to adjust and prioritize as needed.
 - **Team Player:** Ability to work effectively with others.
 - **Coachable:** Willingness to take direction, receive suggestions, and be challenged.
 - **Trustworthy:** Commitment to abide by a strict code of confidentiality, refrain from gossip, be honest and loyal, and speak directly to individuals with whom you disagree.