

Family Life Ministries, Inc.

Hope & Healing Administrative Assistant/Office Assistant

Family Life Ministries has an opening for an Administrative Assistant in the Hope & Healing Department and an Office Assistant for the Front Office. Family Life, in its 65th year of ministry, has plans to build a new world-class headquarters in Corning, NY that will allow for the growth and expansion of our Performing Arts, events, and Hope & Healing counseling ministry departments, as well as our regional Radio network which consists of nearly 70 broadcast signals in New York and Pennsylvania. For more information on Family Life and our future facility, visit <https://www.familylife.org/buildingupdate>.

The individual chosen to fill this position will have the opportunity of working with a talented team of over 60 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position.

Family Life considers partnership with local churches and other Christian organizations/ministries a high priority. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email resume to mail@familylife.org or mail it to Family Life: POB 506; Bath, NY 14810.

JOB RESPONSIBILITIES

Hope & Healing Administrative Assistant

- Weekly meetings with department Director and counselors
- Monthly reports submitted to department Director
- Coordinate with Events Department in planning events including scheduling, correspondence, and follow-up paperwork
- Create brochures and marketing items
- Create and maintain databases for groups, tracking locations and number of attendees, etc
- Develop relationships with Healing Journey leaders; schedule and attend bi-monthly meetings with the leaders
- Explore new areas to expand our services and events
- Provide administrative assistance at Hope & Healing events, including Seminars, Boot Camp, Weekend, Retreat, etc
- Update website page information, keeping it relevant and current

- Handle printing of documents, filing, assembly of conference or events binder, etc
- Assist counselors with office needs

Office Assistant

- Taking and fulfilling ticket and registration orders via phone or in person
- Process gifts, data entry, filing reports
- Miscellaneous projects