

Family Life Ministries, Inc.

Hope & Healing Administrative Assistant/Office Assistant

Family Life Ministries has an opening for a part-time Assistant in both the Hope & Healing Department and 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 and demo to brandondickson@familylife.org or mail 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
- Maintain Hope & Healing database
- Develop and maintain relationships with The Healing Journey leaders
- Schedule and attend bi-monthly meetings with The Healing Journey leaders
- Attend The Healing Journey events (Boot Camp, Weekend, Retreat, etc.)

- Handle printing of documents, filing, assembly of conference or events binder, etc.

Office Assistant

- Taking and fulfilling ticket and registration orders via phone or in person
- Process gifts received via mail
- Provide data entry, balancing of daily receipts, and filing reports regarding daily contributions

(Please note that this is a part-time position of 20-30 hours per week)