

ReconcilingWorks Administrative Assistant

Qualifications

- Proficient in Microsoft Excel: (Required)
- Proficient in Microsoft PowerPoint: (Required)
- Database Experience: (Required)
- Work authorization (Required)
- Strong people skills

Who We Are

ReconcilingWorks is 501(c)3 national non-profit who works to *keep expanding the welcome, liberating those who are forced to live in the margins with a centered focus on people of all sexual orientations, gender identities, and gender expressions in the Lutheran Church. To keep dismantling barriers and building bridges. To keep working until all of God's beloved have equity.*

Job Position: Administration Assistant

Job Type: Contract Part- time 10-15 hours per week (Remote within proximity to St. Paul, MN)

Payrate: \$25 per hour

Administration Assistant Job Summary:

Working directly with Executive Director and handles administrative needs to include communications, scheduling meeting/appointments and managing business related tasks for the ED. Must be proactive, resourceful, and innovative at addressing business needs.

Job Responsibilities/Duties

- Responding to general voicemails and info@ emails
- Provide basic information with those you engage with about ReconcilingWorks
- Arrange and coordinate meetings and events
- Collect and data entry with databases
- Coordinate project-base work
- Review operating practices and implement improvements where necessary
- Handling basic bookkeeping tasks
- Preparing reports, memos, invoice letters and other documents.
- Reading and analyzing incoming memos, submissions, and distributing incoming voicemails, emails, and other correspondence accordingly

Skills

- Organization and planning skills
- Communication skills

- Attention to detail and accuracy
- Confidentiality
- Information gathering and monitoring skills
- Good judgment in decision-making
- Professional level verbal and written communication skills

Requirements/Experience

- Bachelor's degree preferred
- Ability to organize a daily workload by priorities
- Must be able to use various software, including word processing, spreadsheets, databases, and presentation software
- Must be able to provide general administrative support
- Have access to secure home internet
- Have a phone that can work with phone system
- Have a home computer that can be used for work

Schedule

- 10-15 hours a week within reasonable business hours

Compensation

Pay: \$25 an hour

Up to \$125 cellphone reimbursement

COVID-19 considerations:

The Company is aligned with CDC Guidelines regarding COVID-19.

To Apply

Please send cover letter and resume to aubreyt@reconcilingworks.org

Applications will be accepted through **March 15, 2023**

ReconcilingWorks provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.