

## Administrative Assistant

Grace Beyond Borders NWI, Inc. is a 501(c)(3) non-profit Christian ministry that meets the physical and spiritual needs of those impacted by homelessness and addiction. We are seeking a qualified candidate to join our team as an Administrative Assistant, supporting the Executive Director and Grace Beyond Borders' operations at large. This includes performing general administrative tasks as well as ensuring acknowledgement of donor gifting is distributed in a timely manner.

**Hourly Rate: \$15 per hour (Contract and Internship Eligible)**

### Essential Functions

- Responsible for scheduling quarterly All Staff meetings and monthly Emergency Transition Mission (ETM) meetings.
- Provide support to the GBB team by scheduling meetings, phone calls, travel arrangements, and assisting with event coordination.
- Draft gifting acknowledgement communication and manage mailings.
- Assist with internal and grant application/paperwork/reporting needs as requested by the Executive Director.
- Capture and distribute meeting notes as requested.
- Reflect personal integrity in attitude and behavior toward guests, volunteers, program participants, and staff.
- Reply to online reviews and notify the Executive Director of feedback requiring additional follow-up
- Monitor and manage live chat responses via Nextiva during assigned shift
- Monitor and manage general email inbox; respond to general inquiries, forward volunteer applications to the Volunteer Coordinator, and redirect communication to necessary team members for follow-up

### Other Duties

- Demonstrate Grace Beyond Borders' core values of organizational integrity, organizational unity, and organizational effectiveness.
- Attend quarterly All Staff meetings.
- Attend monthly ETM meetings.
- Perform other job-related duties as assigned.

### Education, Training and Experience

- Associate degree or equivalent experience required; bachelor's degree preferred
- One year of related professional experience preferred

### Schedule

- Part-time, flexible schedule – 15 to 20 hours per week with the opportunity to work additional hours.

**READY TO APPLY?**

Send your resume to [qianaw@gracebeyondborders.org](mailto:qianaw@gracebeyondborders.org) today!