



Part-time Administrative Assistant Position

Approximately 30 hours per week

Salary \$25,000 - \$30,000 annually, DOE.

Required and preferred skills are shown below with some explanation of other duties this position will also be assigned. This is both a personal and organizational assistant position.

This should not be considered a comprehensive list as the job duties will flow and change as the organization grows and changes.

This will be an on-site position at the home office in the Souder residence in Colleyville, TX.

Required Skills:

- Microsoft Office Suite of products (including Word, Excel, PowerPoint).
- Email communication skills.
- Document editing and proofreading.
- Basic banking and accounting knowledge.
- Proficiency with printers, scanners, organization and filing.
- Coordinate, book, and confirm business and personal travel arrangements (flights, hotel, car rental, booking car & driver to and from airport, etc.,).
- Expense tracking for travel and hunts
- Must have a valid driving license and reliable transportation.

Preferred Skills:

- Social Media experience (Facebook, Instagram),
- Database Management (Constant Contact),
- Website skills (Shopify)

GENERAL OFFICE DUTIES:

- Assist with business emails.
- Handle incoming and outgoing mail related to COM (though most communication is done via email).
- Order and inventory office supplies, hunting supplies and equipment, other supplies. Maintain expense records of supplies ordered.
- Organize and maintain a filing system to include bank records, insurance, etc.
- Maintain electronic files (Outdoor events, hunts, volunteer tracking/training, volunteer workbook, fundraisers, etc.,)
- Trips to the post office and bank(s) as needed.
- Other errands for the ministry or personal errands for the Souders.
- Personal assistant work for the Souders including shopping, travel arrangements, transportation, etc.,