

trueto lifeministries

Job: Administrator and Executive Assistant

Job Type: Full-time

Location: Lake Jackson, TX (TLM Home Office)

Category: Administrative

Salary: Starting \$24,000/year (based on experience)

Benefits: Great paid vacation and earned-time-off starting first year

True to Life Ministries is a great place to work. Many things set our team apart: a leadership team that really cares, an intense interview process (we don't hire just anyone), great team members who strive for excellence, and a clear, God-given mission.

This Administrator and Executive Assistant job is vital to the overall success of TLM. This position is located in our Home Office - the hub of what TLM does - both in Texas and in our Pennsylvania Ministry Center. We prefer someone with depth of experience who can work in a fast-paced environment and who will consistently deliver on the details. This person will manage our "first impressions," so high energy, excellence, and a genuine love for people are a must. The best candidates will have 3+ years of experience as an executive assistant, some accounting experience, and a familiarity with technology.

Skills & Experience

- 3+ years as an Administrator and/or Executive Assistant
- MS Office, QuickBooks, and general familiarity with Mac computers
- Experience scheduling, planning, and preparing for meetings
- Payroll submission
- Familiar with general bookkeeping and generating financial reports
- Detail oriented, excellent writing skills, enjoys research, and good communicator
- Ability to problem-solve and work independently in a fast-paced environment
- Strong work ethic with a "make-it-happen" attitude
- Experience with record keeping, filing, and general office duties
- Great at multitasking
- Experience organizing events and volunteers

General Position Functions

- Ensure general operating policies and procedures are followed throughout TLM
- May occasionally travel to assist the Executive Director
- Coordinate or assist with planning of special events (volunteer parties, fundraising events, etc.)
- Maintain donor and volunteer records
- Facilitate general administrative duties
- Manage TLM's *first impressions* (receiving guest and phone calls, meeting preparation, etc.)

- Process and record all donation and income sources
- Process payroll, check requests, and bill payments
- Prepare for TTLM Board Meetings
- Remain available to assist the Executive Director as needs arise (can include occasional personal errands)
- Coordinate volunteers to assist with administrative needs (mail-outs, front office reception, etc.)
- And more...

Additional Requirements

- Minimum of two years of college; bachelor's degree preferred
- Passionate about TTLM's mission and personally in line with our statement of faith and core values

How to Apply:

Submit your resume to TTLM via email to heather.celaya@ttlmm.org or in person during normal business hours (M-F 9am-5pm). Resumes are only accepted for currently available positions. TTLM's Home Office is located at 104 This Way in downtown Lake Jackson.

Employment offers may be contingent on applicant successfully completing background screenings.