



## Administrative Assistant/Project Manager

Part-time, Hourly  
Department: Communications

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The Administrative Assistant/Project Manager role is a part-time Summer position serving in the Communications department at Emmanuel. This person must be able to facilitate a positive office environment, partner and communicate with Emmanuel staff and be extremely organized!

### REQUIREMENTS

- Experience in administration and organization
- Must demonstrate flexibility and be teachable
- Must demonstrate the ability to perform high quality, detailed work with minimum supervision within assigned deadlines
- Must demonstrate the ability to problem solve and think strategically while staying focused
- Self-motivated with excellent verbal/written communications, time management, and organizational skills
- A strong work ethic
- Ability to manage multiple projects with clear expectations and timelines
- Must be able to work daytime hours, Monday-Thursday. *(Hours within those days are flexible and will be determined upon hiring)*

### ADMINISTRATIVE ASSISTANT DUTIES

- Keep a detailed calendar of dates/details for all things happening at Emmanuel
- Answer emails
- Set up meetings for Director of Communications.
- Proof/edit documents
- Weekly expense report through Nexonia
- Support communications team (i.e: order office supplies, make copies/print (if needed))
- Send out calendar reminders for content deadlines

### PROJECT MANAGEMENT DUTIES

- Oversee project requests such as collecting them, meeting with the Director of Communications to discuss, setting up additional meetings for projects (if needed) and keeping an eye on workload for staff.
- Oversee Asana management
- Send out weekly communications email
- Upload weekly sermon to the app
- Vendor contact including, ordering products, tracking invoices and submitting payment through Nexonia..

*I've read and I understand the duties and responsibilities of this position.*

Signature \_\_\_\_\_

Date \_\_\_\_\_