

Rainbow's End Youth Services

Office Assistant

Job Description

(10-15 hours per week)

Organization Description

Rainbow's End exists to reach local youth in Christian love; impacting them for life. Located in Mount Joy, Pennsylvania, the center and its staff seek to encourage, develop, and equip our youth to experience Godly wholeness by: Praying, Sharing Christ, Teaching God's Word, and offering supervised recreation. This is all accomplished through the partnerships of local churches, businesses and individuals.

Job Summary

The Office Assistant is a year round position that will provide support and leadership to various aspects of the office and administrative facets of the ministry. They will work to achieve the mission and vision of Rainbow's End Youth Services (REYS) through creating positive experiences for visitors at the youth center and through effective and excellent administrative work. The Office Assistant will also work alongside the other staff members while reporting directly to the Executive Director.

Primary Responsibilities and Commitments

- Handle incoming calls, voicemail, and other communication.
- Manage filing system and record information.
- Accurately complete financial tasks such as bank deposits and book keeping.
- Keep track of all spending receipts, and log expenses to maintain budgets.
- Manage the mailing of giving receipts.
- Ensure the timely payment of bills and reimbursements, and payroll submissions.
- Help organize and maintain office common areas.
- Perform general office clerk duties and errands.
- Maintain supply inventory and office equipment as needed.
- Schedule and coordinate service and maintenance work as needed.
- Assist in major events as needed.
- Assist Executive Director in other duties as needed.
- The Office Assistant will work approximately 10-15 morning and early afternoon hours each week from Monday through Friday. This is an hourly position with no additional benefits.

Qualifications

Spiritual Formation

- Personal commitment and relationship with Jesus Christ
- An active member of a local church body
- Fully embrace the mission, vision, and values of REYS

Education and Experience

- High school diploma or associate's degree
- Experience as an office assistant or related field
- Experience working with donor giving and/or bookkeeping software is a plus

Skills

- Good command of technology
- Highly organized with great attention to detail
- Proficiency working with excel spreadsheets
- Ability to write clearly and help with word processing when necessary
- Warm personality with strong communication skills
- Ability to work well under limited supervision
- Self-motivated and adaptable; well organized to select priorities and handle multiple tasks
- Have a valid driver's license and dependable mode of transportation

Compensation

Hourly rate: Varies based on qualification and experience.