



## Administrative & Fundraising Assistant Job Description

**Goal:** To support the promotion and fundraising campaigns of Neighbors Plus with hands on assistance to the Director, project teams, and program staff.

### **Responsibilities:**

1. Assist with mailings and promotional materials
  - a. Yearly brochure updates for various ministries
  - b. Restocking Neighbors Plus brochures on campus
  - c. Updating Neighbors Plus bulletin boards
  - d. Annual Report & Newsbrief printing and distribution
  - e. Website updates
2. Create weekly PowerPoint slides for worship and coordinate worship bulletin inserts as needed
3. Assist with Fundraising campaigns
  - a. Park2Park ½ Marathon & 5K
  - b. Neighbors Plus Auction
  - c. Annual Mailings
  - d. Soup Mix Sales
  - e. Cookie Sale
  - f. Miscellaneous fundraisers
4. What's Cookin' & the Neighbors Plus Market
  - a. Manage stocking of the Market on a monthly basis
  - b. Set up for monthly What's Cookin' dinners
5. Meet Up & Eat Up
  - a. Assist 1-2 days per week during the summer months, as needed
6. Other projects as needed & assigned
7. Attend staff and team meetings

### **Job Requirements:**

- Detail oriented, strong organizational skills
- Strong computer skills
- Vision for community development and the ministries of Neighbors Plus
- Ability to work with a variety of people
- A strong personal faith in Jesus Christ as Savior

**Hours/Schedule:** Generally, 5-10 hours per week, with additional hours (20-40 per week) closer to the Park2Park race. Some flexibility preferred.

**Accountable to:** Neighbors Plus Executive Director