

Hope Christian Community Foundation Opportunity to Serve Submission Form

Job Title or Short Description: Administrator

Organization Name: Eikon Ministries

Organization Mission Statement: Our mission is to build urban leaders who will change their community from the inside out.

Contact Information (include e-mail address): Amanda Unnerstall
901-452-6797
Preferably email at info@eikonministries.com.

Detailed Description:

Purpose: To assist in the administrative purposes of the ministry and be proactive in advancement and mission of the Eikon Ministries.

Responsibilities:

- Answer Phones and respond to e-mails
- Upload programs to computers
- Schedule incoming volunteers and groups for mission's trips
- Creating Powerpoint presentations and picture slideshows
- Update ministry website
- Design and mail quarterly newsletters
- Handle donations and support
- Office Administration tasks
- Record minutes of Staff and Board Meetings
- Keep financial records and send letters to donors (quarterly)
- Typing (curriculum, letters, memos, etc.)
- Be familiar with following programs: Publisher, Powerpoint, Excel, Word, CD Burning programs, iTunes, Internet.

Education & Experience: Experience: Needs experience with administrative tasks.
Education: High school diploma and preferably some college.

Compensation: \$12,500 part time salary

Hours: 20 hours per week

Website: www.eikonministries.com

Closing Date: August 1, 2008