

Job Description

Position: Content Writer & Administrative Assistant

Scope

The Content & Admin Assistant is a dual role that provides key support for IGL, NA. The Content Writer & Administrative Assistant assists the marketing team with the creation of online content in support of IGL NA's women's ministry, while also providing support in the areas of administration, finance, and communication.

Salary: \$40,000

Benefits: Dental, vision, and Health insurance with HSA, PTO & sick time, Retirement Plan

Content Creation

- Assist the marketing team by developing content for IGL's women's ministry platform.
- Write and edit content for blog posts, newsletters, and publications.
- Create, schedule, and manage engaging social media content across platforms (e.g., Facebook, Instagram).
- Maintain brand voice and messaging consistency across all channels.

First-Contact Communication

- Answers general calls and greets visitors, directing them to appropriate ministry areas or addressing their needs.
- Maintains familiarity with organizational programs, services, and personnel to better support visitors and donors.

Office Management

- Handles daily incoming and outgoing mail.
- Manages office supply purchasing, vendor files, and order distribution; coordinates with the Office Manager.
- Oversees and trains staff on telephone and copier systems; serves as primary contact with service providers.
- Ensures office cleanliness and organization, including light cleaning and decluttering of shared spaces.
- Provides administrative support across all ministry areas, including staff travel, event logistics, correspondence, and general office tasks.
- Maintains donor database and updates records as needed.
- Keeps staff directories, calendars, and other key office information current.

Finance

- Supports donation processing: sorts and scans checks, runs totals, and forwards data to the Office Manager and bookkeeper.
- Prepares and deposits checks after verification; handles donation receipts and thank-you cards.
- Processes credit card authorizations and transactions in the master system.

Qualifications

- Professing believer in Jesus Christ as Lord and Savior
- Excellent written and verbal communications skills
- Excellent time management skills with ability to multi-task well
- Ability to write clearly and concisely, with strong grammar, spelling, and punctuation
- Professional in appearance, communications and manner
- Must be detail-oriented, accurate and equipped with strong analytical skills
- Ability to maintain confidential records and information
- Experience with Microsoft office applications