

Dare 2 Share Ministries

Job Description: Marketing & Communications Division Assistant

DIVISION/DEPARTMENT: Marketing

REPORTS TO: VP of Marketing

LOCATION: Denver (Wheat Ridge)

TYPE OF POSITION: Full-time Part-time Volunteer Contract

HOURS OF WORK: 30-40 hrs (non-exempt)

PAY RATE: TBD

TRAVEL: No

INTRODUCTORY PERIOD: 90 Days

POSITION SUMMARY

The Marketing & Communications Division Assistant (MarComm DA) is a critical member of Dare 2 Share Ministries (D2S), providing administrative support with a high level of professionalism to the Vice President of MarComm and the MarComm Division (includes Marketing and Development), while contributing to the general organization of the Division. The MarComm DA reports to the VP of MarComm, and is responsible for a variety of clerical duties and projects, which support the ongoing vision of every teen everywhere hearing the gospel from a friend.

In addition to being a self-starter with sharp attention to detail, this person must be adaptable, dependable, hardworking, team player, teachable, demonstrate the ability to prioritize conflicting priorities, display a positive attitude and model the ministry's core values.

SCHEDULE:

Although this is an hourly position, due to the nature of divisional needs the MDA may need to be available for emergent issues for the Division, even outside of scheduled hours. However, a typical work week will be Monday-Friday, 8am-4:30pm.

TYPICAL DUTIES AND RESPONSIBILITIES:

Administrative Support to the VP of MarComm – 50%

- Daily and weekly check-ins with VP of Mobilization.
- Provide administrative and calendaring support to the VP of Mobilization.
- A Variety of secretarial and administrative responsibilities such as printing, scanning, typing, filing, data entry, expense reports, etc.

General Administrative Support – 30%

- Attend all MarComm Division meetings taking notes and organizing action items.
- Organize file storage for Division utilizing Z:Drive, SharePoint, OneDrive, etc.
- Coordinate and provide support for all MarComm Division travel.

Dare 2 Share Ministries

Job Description: Marketing & Communications Division Assistant

- Assist with any Divisional responsibilities related to D2S events, some examples include: Lead the Cause (LTC), D2S Live, trainings, webinars, etc.
- Proactively provide high quality internal and external customer service on behalf of the Mobilization Division.
- Implement fun and creative ways to visually display goals and progress towards goals.

Development Team Support – 20%

- Weekly check-ins with Department Leader.
- Administrative support for monthly and quarterly Zoom calls with various group of Gospel Advancing Leaders.
- Provide additional support for miscellaneous projects (example: list pulls, monthly notecards coordination, etc.).

Marketing Team Support – 20%

- Weekly check-ins with Department Leader.
- Administrative support for monthly and quarterly Zoom calls with various group of Gospel Advancing Leaders.
- Provide additional support for miscellaneous projects (example: list pulls, monthly notecards coordination, etc.).

COMPETENCIES REQUIRED:

- Demonstrated organizational skills, including ability to work independently, determine appropriate priorities, and complete projects accurately, efficiently, despite competing deadlines.
- Demonstrated interpersonal skills to maintain a strict level of professionalism when interacting with a variety of people, including coworkers, Board members, Youth Leaders, partners, and the public.
- Proficient with Microsoft Office (including Word, Excel, PowerPoint and Outlook).
- General administrative skills including typing, operating office equipment, understanding of physical and electronic filing systems, ability to take accurate notes/minutes and similar.
- Excellent written and oral communication skills to be applied effectively both internally and externally.
- Working knowledge of Sales Force and Hubspot a plus.

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Effectively track timelines and meet deadlines.
- Respond to correspondence in a professional and prompt manner.

Dare 2 Share Ministries

Job Description: Marketing & Communications Division Assistant

- Perform at a high level of organizational excellence by proactively reporting, and demonstrating the ability to prioritize, providing additional capacity to the VP of Mobilization as well as other team members.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) “Statement of Faith”, must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.