JOB TITLE          Network Administrative Assistant
DEPARTMENT         Regional Ministry
SUPERVISOR         Brittany Williams, Senior Network Director
LOCATION           Nebraska, Minnesota or Iowa
POSITION TYPE      Part Time - Hourly
WORK HOURS         20-24 hours/week
PURPOSE OF JOB     To help assist Network Directors in the work of building and growing Alpha’s presence in the central region.

RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO)
Administrative Duties for each region:
• Maintain social media accounts with frequent weekly posts, sharing and promoting events
• Maintain activity in Raiser’s Edge by creating and updating actions and opportunities
• Maintain activity in SalesForce by keeping contact and Alpha information update
• Create an outline of Campaign Monitor bi-weekly emails for Network Directors to update and send
• Assist with communications to donors including quarterly emails
• Assist with SalesForce special email projects to build and grow existing accounts to next level (Call Initiatives)
• Maintain prayer email lists and communications to prayer partners
• Create TicketSpice events
• Create meetings for re-occurring meetings or meetings related to upcoming events
• Assist with preparation and attend local Advisory Board meetings, trainings, fundraisers, social events, etc.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE
• Administrative skills and gifting
• High level of communication skills in writing, phone and video
• Proficiency in using Microsoft Office365, SalesForce and Raiser’s Edge
• High attention to detail

EDUCATION
• Bachelor’s Degree
• Alpha experience is preferred

DESI RABLE CHARACTERISTICS
• Embodies Alpha DNA (prayer, invitation, hospitality, etc.)
• Adheres to Alpha Staff Operating Values (see attached)