

Assistant to the Executive Director, Rising TIDE @ MKEC
[www.RisingTIDEatMKEC.org] / Associate Pastor, Covenant Presbyterian Church
[www.CovenantLB.org] in downtown Long Beach (Part-time)

Major Duties/Responsibilities:

- Provide executive level support
- Assist with maintaining master calendar and daily work schedule
- Operate standard office equipment
- Purchase supplies when necessary
- Manage mail & communication
- Assist with mailings and distributions to Rising TIDE young people and families
- Maintain files
- Make and receive calls when necessary
- Be proficient with Google Suite (including Google calendar, Google Drive)
- Have a good working knowledge of Microsoft Office, including Microsoft Publisher
- Be familiar with using social media, e.g. Facebook, Twitter, Instagram
- Perform facility upkeep checks
- Assist with food processing/distribution as directed
- Assist with event planning

Qualities:

- Be trustworthy
- Be dependable
- Have an eye for detail
- Understand the value of organization
- Exhibit timeliness
- Be a critical thinker
- Interact with others in a compassionate, calm manner

Work Hours:

- 20-25 hours a week

Salary:

- \$15-\$17 per hour, negotiable

Timeline:

- Immediate until filled

Apply by sending resume and a brief introductory letter to ALangworthy@CovenantLB.org