**Logo, company name

Description automatically generated NEWS. PRAYER. ACTION.**

**JOB TITLE:** Office Assistant **LOCATION:** Purcellville, VA **SUPERVISOR:** Office Manager

**REPORTS TO:** Chief Financial Officer **HOURLY PAY:** $20 per hour (20-24 hours per week), part-time, no benefits

**Position Overview:** The office assistant will work directly with the office manager and support the IFA staff by printing and/or processing outgoing letters, appeals, and resources, running insert and postage equipment, assisting in managing inventory and keeping storage room and storage units orderly, answering phones, updating members’ information in databases, and attending staff meetings.

**Responsibilities:**

* Enter and export data from Salesforce database and other data sources
* Create mail merges using Microsoft Excel and Word
* Operate mail insert machine and process weekly mailings
* Operate the postage machine, label machine, and place postage on envelopes and packages
* Assist with special mailings as needed
* Drop off full mail trays and pick up empty mail trays at the U.S. Post Office when needed
* Assist in keeping storage room and units organized, requires some heavy lifting and moving
* Assist in inventory record keeping
* Assist in answering phone calls, handling caller requests and praying with them when needed
* Attend staff meetings

**Qualifications:**

* At least 1 year of office administrative experience including database entry
* Proficiency in Microsoft Word and Excel
* Good writing and organizational skills
* Attention to details, deadlines, and processes
* Ability to work independently and under pressure
* Ability to be a good listener and pray with callers in need of prayer

**Personal and Spiritual:**

* Have a servant attitude
* Engaged and accountable in local church
* Exhibit spiritual discernment and have a vital growing relationship with Jesus Christ
* Pursue healthy relationships and live a life of integrity

**Why Join Us?**

As office assistant at IFA, you’ll have the opportunity to make a difference by using your skills to help further our mission. You’ll work alongside a passionate team committed to praying for our nation, and you’ll play a role in raising awareness, engaging our supporters, and advancing our policy priorities. We offer a collaborative work environment and opportunities for growth in the nonprofit sector.

**How to Apply**:

Please email your resume and a cover letter detailing your interest in the position to Cecelia Gleason at cgleason@ifapray.org. We look forward to hearing from you!