



# RACHEL'S VINEYARD MINISTRIES

RachelsVineyard.org

Contact: [katie@rachelsvineyard.org](mailto:katie@rachelsvineyard.org)

610-203-2002

## King of Prussia, PA

Full time in office – 9am-5pm  
Immediate Start Date Available

## Now Hiring:

## Administrative Assistant

*Duties include but are not limited to:*

### Office Management

- Maintain the office in a general sense, which includes:
  - Answering or returning incoming phone calls and emails in a timely manner.
  - Ordering office supplies.
  - Database entry and overall maintenance of retreat sites.
    - Maintaining/developing effective file system both electronically and in-house of registration documents associated with retreat sites and locations.

### Communications

- Effectively articulate project/task updates, issues, or changes in procedures to other assistants, Executive Director and Director of Operations.
- Maintain regular communication with supporting organizations and retreat site leaders and teams.
  - This includes providing resources and materials.
  - Announcing any changes in protocols or updates to the retreat program.
- Assist in maintaining all Social Media sites (i.e. Facebook, Instagram, X)
  - Develop memes and videos for posts on social media platforms.

### Managing Publications

- Development and/or redesign of publications and Power Point presentations for use in Rachel's Vineyard Ministries.
  - Publications include pamphlets, brochures, information packets, reports, updates and guidelines for Rachel's Vineyard retreat sites, course catalogs, and promotional materials.
- Maintain stock levels of retreat manuals and publications sold to organizations and RV sites.
- Assist in the development, design, editing, and distribution of quarterly newsletter.

### Assistant to Executive Director

- Provide administrative help and guidance to Executive Director.

### Training Management

- Help coordinate training events with Executive Director.
  - Book flights and plan travel itinerary for Executive Director.
  - Develop training day schedule.
  - Determine resources and materials that need to be provided for participants.

### Administrative Assistant Requirements:

Associates Degree or Higher  
Prior administrative experience  
Excellent computer skills  
Attention to detail  
Multilingual preferred

### Must be Proficient in:

Word, Excel, Outlook

### Additional proficiency in:

Adobe, Access, Zoom, Peachtree