Position Title: Administrative Associate  
Reports To: Campus Minister/Executive Director

**Job Summary:** The Administrative Associate provides administrative and bookkeeping support to the leadership of UNC Wesley Campus Ministry, the United Methodist Church’s outreach to students of UNC-Chapel Hill.

This position would be primarily onsite in our office.

**Qualifications:** Bachelor’s degree and a preferred minimum of three years administrative experience. Experience with donor management databases to manage donor/finance information and Word, Excel, Publisher, QuickBooks, Google Drive, and the internet is necessary. Website and social media experience preferred.

A successful candidate will have excellent communication skills, both written and verbal; be highly organized and detail oriented; be able to consistently meet deadlines, prioritize tasks and function independently or as an active team member; work well in a respectful and collaborative environment; and be able to manage sensitive and confidential information with integrity.

**Responsibilities include but are not limited to the following:**

**Administrative Tasks**
- Assist with administrative tasks (e.g. photocopy, filing and general organization)
- Procure office, program and building supplies and equipment as needed
- Maintain the inventory for all office and organization supplies and equipment
- Oversee volunteers assisting with administrative tasks
- Provide support necessary for the Campus Minister, Associate Campus Minister, Development Director, Interns, Board of Directors and Students
- Maintain database lists for Students, Alumni, Board Members, Friends and Donors
- Prepare publicity, correspondence, reports and mailings as requested by the Campus Minister, Associate Campus Minister and Development Director
- Oversee vendors and maintenance workers
- Manage day-to-day administrative operations of UNC Wesley
- Provide welcome and professional greeting to the public (both on the telephone and in person)
• Maintain a safe, clean and welcoming space
• Assist with website updates and social media posts as needed

Business and Finance
• Receive, record, and deposit all income, prepare checks for signature, and balance accounts
• Assist Board Treasurer and auditor in the preparation of reports
• Prepare and file all tax and payroll reports and records

Calendar/Event Logistics
• Provide support to WCM events, trips, and meetings, including student programming and outreach efforts, retreats, mission trips, Board of Directors meetings, and major development and alumni events, as determined necessary and appropriate by your supervisor and the needs of the office

TO APPLY
Please submit a cover letter, résumé, two references (one from a supervisor and one from a colleague) to the Wesley Campus Ministry, Administrative Associate Position. Email application and any questions to: ryan@uncwesley.org

Deadline to apply: May 20, 2024 (Applications will be reviewed on a rolling basis upon receipt)

We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.