



Great Lakes Christian College

Advancement Department Administrative Assistant

Great Lakes Christian College, an institution of higher education affiliated with Christian Churches/Churches of Christ, seeks to glorify God by preparing students to be servant-leaders in the church and world. The College is located in Lansing, Michigan and recently celebrated its 75th anniversary. The College has an opening for a part-time administrative assistant in the Advancement department.

JOB DESCRIPTION

The Administrative Assistant reports to the Vice President of Institutional Advancement and supports the processes and programs of the Advancement Department. This is a part-time position, 15-20 hours a week, hourly pay rate to be determined.

Responsibilities:

- Support stewardship efforts by tracking donations and preparing acknowledgment letters in our constituents database.
- Maintain accurate records, including address updates and interaction notes, in our constituent database.
- Assist in communication efforts by producing email newsletters, social media posts, mailings and correspondence, and other content to engage constituents.
- Assist in organizing and executing advancement events such as fundraisers, alumni gatherings, and donor recognition ceremonies.
- Coordinate volunteers to accomplish Advancement Department activities.
- Perform general office tasks such as phone calls, interoffice communication, etc.

Requirements:

- Excellent organizational and interpersonal skills.
- Ability to work with staff teams.
- Skilled in organization, setting priorities, and multitasking with minimal supervision.
- Shows discretion, good judgment, and ability to maintain confidentiality.
- Excellent computer skills.
- Computer proficiency using Google Suite, Microsoft Office, and database management.
- Willing to learn new programs and software as needed.
- Able to work under pressure and adapt to changes in work requirements.
- Strong writing and proofreading skills required.
- Graphic design experience is a plus.

Send a resume with contact information to:

Jamie Wetzel - Vice President of Institutional Advancement - jwetzel@glcc.edu