



CAPITAL CITY RESCUE MISSION

Giving Hope... Transforming Lives.

Capital City Rescue Mission is a Christian ministry that brings God's love to the lost, homeless and hurting in our community. CCRM is dedicated to proclaiming the life-changing gospel of Jesus Christ to the homeless and needy of the Capital Region, providing for the whole person – body, mind and spirit – to help them return to society, maturing in Christ as productive citizens.

The following paid position is currently available:

IMMEDIATE PAID POSITION

posted 04/12/24

Executive Secretary (full-time salaried position)

This is the right fit for a career-oriented professional to work in a Christian ministry that brings God's love to the lost and hurting in our community. We are looking for an organized, enthusiastic Executive Secretary who is a college graduate with at least three to five years of administrative/secretarial experience.

This exciting opportunity includes:

- ❖ Providing administrative support to the Executive Director in the daily management of all Mission operations
- ❖ Scheduling & coordinating volunteers for projects & special events
- ❖ Typing & handling confidential correspondence, preparing PowerPoint presentations, mail merges and other documents
- ❖ Making arrangements for meetings, appointments, travel and lodging
- ❖ Manage Executive Director's calendar and schedule (on paper and electronically)
- ❖ Prepare special reports, documents, filings, board reports and paperwork, etc. as needed.

Qualifications:

- ❖ Strong computer skills with proficiency in Microsoft Office
- ❖ Must be accurate, attentive to detail, very organized and able to multi-task
- ❖ Must be able to prioritize to meet imposed deadlines
- ❖ Must have excellent verbal and written communication skills
- ❖ Must have good interpersonal skills in working with staff, donors, volunteers and guests
- ❖ Must be flexible and be willing to work independently and as a team member as needed.

We offer a competitive salary with annual performance reviews and benefits including medical and dental.

If you are a committed Christian who is involved with a local fellowship of believers meeting the above qualifications, and have the desire to serve in ministry, we encourage you to apply by emailing your cover letter, resume and Christian testimony (Note: References, including a pastoral reference, will be required for candidates) to dmanning@albanymission.com. If you prefer to mail this, please send to: *Capital City Rescue Mission, 259 S Pearl St., Albany, NY 12202 Attn: Perry Jones*. Please call 518-462-0459 ext. 227 for questions or more details.