



KiDs Beach Club® Ministry Assistant (Part Time)

Monday-Thursday, 9 a.m.-2 p.m. with additional hours in peak season.

ABOUT US

We are a non-profit organization with a mission to mobilize the church to go outside its walls in order to take the message of Christ into the heart of its community. We do this by providing after school clubs to elementary and middle schools in 11 states.

POSITION SUMMARY

The Ministry Assistant will effectively coordinate the day-to-day general office operations of the KiDs Beach Club® corporate office in Bedford, Texas and will be the first point of contact with customers and other stakeholders. The Ministry Assistant will also oversee accounts receivable and payable and will work closely with the Finance Director to ensure the integrity of the organization's financial transactions and accounting information. The Ministry Assistant will oversee order fulfillment and inventory controls of the KBC online store. In addition, he or she will coordinate donor development activities.

RESPONSIBILITIES

- Accounts receivable (invoicing) and accounts payable (payment processing)
- Maintain corporate calendar of schedules and events
- Maintain president's donor development calendar and schedule donor related meetings
- Generate donor reports and coordinate the execution of the donor development strategy
- Post office runs and bank deposits
- Data management using CRM, accounting and donor management software
- General office duties: reception, phone, organizing and maintaining files and records, distributing mail, ordering and organizing office and breakroom supplies
- Fulfill e-store orders, purchase product and maintain inventory controls
- Assist in planning, preparation and organization of corporate events
- Assist corporate staff with various administrative tasks as needed
- Reports to the Finance Director
- Other duties or functions that may be assigned

REQUIREMENTS

- At least one year of accounts receivable/payable experience
- A strong attention to detail with the ability to manage multiple projects simultaneously
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel, Outlook and Calendar
- Data entry experience, preferably with a CRM system
- Quickbooks and/or Donor Perfect experience preferred but not necessary
- Personal relationship with Christ and active in a local church
- Adhere to KBC Statement of Faith and Child Protection Policy
- Support the mission and vision of KiDs Beach Club®
- Contribute to the recommendation, implementation and improvement of KBC operations
- Demonstrate behavior that is professional, ethical and responsible

Apply online at KiDsBeachClub.org/Jobs

