



SHARING THE GOSPEL • EQUIPPING THE CHURCH
HELPING THE FORGOTTEN

Employment Opportunity Part-Time Administrative Assistant

Responsibilities:

Handle all incoming calls in a cordial and professional manner, greet all visitors, performing general clerical duties. Data entry, filing, and assist the HR Manager with travel and other projects as requested.

Qualifications:

- Mature believer; harmony with SGA purpose and beliefs
- Professional and organized
- Good people skills with strong verbal communication skills
- Must be familiar with word processing, spreadsheets and presentation software.
- Must be able to learn new computer programs as necessary including SGA's CRM database and SGA's Travel System
- Able to handle several responsibilities at once
- Must have a passion for ministry and a servant heart

Reports to: HR Manager

Hours: 9:00 AM - 4:30 PM, Monday through Thursday

Contact: Cynthia Beaumont, 815-282-8900

SGA is a Christian ministry serving Bible-preaching churches in the lands of Russia since 1934. SGA has supported the Russian evangelical church in making disciples of Jesus Christ by providing Russian-language Bibles, Bible training, sponsorship of missionary pastors and support for evangelistic outreach. SGA lives out its calling to share the Gospel, equip the church, and help the forgotten.

12/2018