

Organization Description: *Friends of the Family* is a faith-driven, 501(c)(3) Oregon nonprofit that has existed for over 25 years to help build Healthy Relationships and Healthy Homes. We offer a variety of programs and services, including Professional Counseling and Relationship Education opportunities, and are located in Corvallis, Oregon, in the heart of the beautiful Willamette Valley.

General Position Description: Provide assistance in multiple aspects of sustaining and growing the ministry through ensuring quality and efficiency in our daily operations.

Work Hours: 15-25 hours per week, primarily day-time hours

1. (50%) Administrative Support

- Support the general activities of the ministry through tasks such as filing, calendaring, organizing, record keeping, reporting, document preparation, and database maintenance
- Communicate with others inside and outside the ministry to inform or gather information
- Assist staff as needed to complete projects

2. (40%) Communications

- Assist in promoting *Friends of the Family* and its educational program, and counseling services
- Creation and updating of paper and electronic publications
- Ensuring accurate content on website and other public communication channels
- Gather and create engaging content to engage our followers on social media

3. (10%) Other

- Attend staff meetings, fundraising events, and other meetings/events as needed
- Periodic use of personal vehicle (mileage expenses reimbursed at the standard IRS rate)
- Other duties as assigned

Required Qualifications:

- Experienced with Microsoft Office Suite: Outlook, Word, Publisher, Excel, PowerPoint
- Familiar with a CRM or other database system
- Proficient with MailChimp, Constant Contact or comparable email communication system
- Excellent communication skills, both written and verbal
- Highly organized with a keen attention to details
- Ability to prioritize time and effort to accomplish multiple simultaneous tasks

Preferred Qualifications:

- Three years of experience providing administrative support to a dynamic team
- Ability to create visually attractive and engaging images and communication pieces
- Proven ability to consistently write copy according to brand and voice of the organization
- Experience updating a WordPress website
- Proven results with social media and digital marketing strategies

Personal Qualifications:

- Takes responsibility but doesn't hesitate to ask questions
- Enjoys the challenge of learning new things
- Responds to conflict with curiosity, generosity and an openness to change
- Good humor, a calm demeanor, and a friendly outlook
- Demonstrated ability to work effectively as part of a team as well as independently
- Spiritually and emotionally mature Christian and active member of a local church
- Commitment to FOFM's Statement of Faith (see fofm.org/fofm-statement-of-faith)
- Strong commitment to confidentiality
- Passion for helping build Healthy Relationships and Healthy Homes

Compensation: \$14.00 - \$18.00 hourly wage, based on education, skills and experience

Other Benefits: Sick leave; Work environment that values and promotes work-life balance; Flexible schedule with possible hybrid option; Optional IRA matching contribution from employer; Optional AFLAC supplemental insurance.

This position reports directly to the Development & Operations Director

Applications: For full consideration send resume and cover letter by **August 31** to

jobopening@fofm.org or mail to

Job Opening
Friends of the Family
685 NW 5th St, Suite A
Corvallis, OR 97330

Cover letter must include a response to the Statement of Faith as well as why you would like to work at a faith-based non-profit like *Friends of the Family*.

Questions: jobopening@fofm.org