



A new name for Biblical Seminary

IMMEDIATE OPENING

Administrative Assistant for the Director of Church and Alumni Relations

Missio Seminary is seeking an administrative assistant to work with our director of church and alumni relations.

This is a part-time position. This candidate will provide general administrative support, serve as an additional contact to alumni and local churches, and provide support for the planning and execution of seminary events.

QUALIFICATIONS

The Administrative Assistant will be a person of maturing Christian faith who is committed to Missio's mission and to the growth of the seminary. Other qualifications include:

- Personal and professional integrity
- Excellent oral and written communication skills
- Ability to work as a member of the development team
- Able to prioritize and complete several projects simultaneously to meet required deadlines
- Detail-oriented
- Technical and analytical skills
- Ability to plan and execute outside events
- Computer skills, particularly with Microsoft Office products and database management software. Functional working knowledge of Constant Contact, Adobe, and design software preferred. Willing and able to learn new software as needed.

This is a part-time (10 hours per week) position. Contact careers@biblical.edu for a full job description.

Applicants should mail, fax, or e-mail a resume to:

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