

JOB DESCRIPTION

Job Title: Assistant to the Director of Apologetics, Theology and the Arts	
Employment Type: <i>Employee</i>	Employment Status: <i>Full-time</i>
Employment Status: <i>Non-Exempt</i>	Relocation Assistance: <i>No</i>

PURPOSE:

To assist the Director of Apologetics, Theology and the Arts with administrative responsibilities and serve as a coordinator for arts related emphases at RZIM, including *A Slice of Infinity* and *Still Point*.

SUPERVISION:

Directly reports to the Director of Apologetics, Theology and the Arts.

RESPONSIBILITIES:

- Provide administrative support to the Director, including representing her as first point of contact over telephone and email, management of email, administration of budgets and expenses, and responsibility for itinerary and schedule.
- Manage correspondence for speaking invitations and events for Director. This includes but is not limited to arranging and booking flights, assisting in the logistics of an event as they pertain to the Director, keeping a calendar of events, ensuring that events are listed in Trumba, maintaining event announcements on social media.
- Manage general correspondence, including but not limited to thank you letters, general inquiries and basic questions generated by *A Slice of Infinity*, reprinting articles according to RZIM policies, sending request forms. Drafting and sending out letters on behalf of Director.
- Give assistance with artist image submissions for *Slice*, including but not limited to screening submissions, answering questions, maintaining correspondence with artists.
- Manage schedule of authors for daily *Slice* writings, posting edited articles online, and daily posting and promoting articles on social media sites.
- Building and maintaining effective relationships and communication at all levels with key external organizations and individuals, including artists, those who visit *Still Point*, and those who invite the Director to speak, write, or train.
- Give assistance in the area of *Still Point* and scheduling exhibits, including but not limited to writing and sending contracts, communication with and scheduling of artists and exhibits, shipping arrangements for art pieces, scheduling reception, and working on public events related to the gallery with Events Coordinator and Director Facilities as directed by the Director.
- Assist with *Still Point* events (may require occasional Saturdays and evenings).
- Any other support as needed in the department and giving general oversight to this area of the ministry.

QUALIFICATIONS:

- Must be in agreement with and committed to upholding the RZIM Statement of Values, Statement of Faith, as well as its stated Mission and Vision.
- Detail oriented with exceptional organizational skills.
- Strong, effective written and spoken communication with an ability to communicate cross-culturally and to diverse groups of people.
- A process thinker who can manage multiple tasks and develop vision and ideas into an organized action plan.
- Evidence of and a commitment to practice a high level of confidentiality.
- Must be a self-starter and self-motivated, proactive in learning new ideas and procedures that may be required as the ministry grows.
- Must be able to foster and maintain team unity, flexible with job assignments and able to work well with others.
- An undergraduate degree in Business Administration and /or five (5) plus years related experience in the public or private arena is desired.