

ADMINISTRATIVE ASSISTANT, MARKETING—PART-TIME

ABOUT PULSE

Launched in 2006 by Nick Hall, Pulse is a leading global evangelistic ministry on mission to reach the lost and unleash young evangelists. Living at the intersection of live events and digital efforts, Pulse exists to bring the message of Jesus to the pulse of a generation by all means possible, through the ministry of Nick Hall and a team of emerging evangelists.

POSITION OVERVIEW

The part-time (15 hours/week) Administrative Assistant will support the Marketing Communications team by performing a variety of duties that assist in maintaining team productivity, communications, organization, and administrative functions. This person will utilize several electronic tools to accomplish these tasks, and be accountable for learning and staying up-to-date on the systems.

Core Competencies at Pulse

- Excellent organizational and planning skills with the ability to manage multiple projects simultaneously.
- Technical aptitude for marketing software, Microsoft Office, Mac programs, and multimedia software.
- Strong written and verbal communication skills with the ability to relate well with a variety of constituents.
- Team player with the ability to work collaboratively and strategize with other departments.
- Work independently with little supervision and in a team environment.
- Professional demeanor and approach, reflecting the level of professionalism necessary for representing Pulse with team members, volunteers, and our donors.

Essential Responsibilities for this Role

- Update and maintain the Marketing calendar and help manage internal email.
- Administratively support the Marketing team and specifically the Marketing Director in terms of schedules, invoicing, proposals, paperwork, and file systems.
- Book and manage all travel arrangements for the Marketing department.
- Complete credit card reports for paid social media and other charges.
- Support role with Monday.com task management.

Additional Responsibilities

- You'll engage in personal and team development opportunities presented by Pulse leadership.
- We expect that you'll assist and perform all other duties as assigned.
- Travel? Yes, about 10% of your time. Comp time is given for weekend travel.

Experience and Education Ideal for this Role

- College degree preferred.
- 2+ years of Administrative Assistant experience.

People at Pulse...

- Follow Jesus, live faith-forward, and are in agreement with the Pulse mission, [Statement of Faith, and Core Values](#).
- Are passionate about evangelism and make it relevant to all.
- Pursue and exceed objectives, going for excellence, not easy.
- Model Christian integrity and are hard workers with grit.
- Show agility by adapting and reassessing new situations quickly.
- Are good stewards of our resources, maximizing our time, talent, possessions, and wealth.
- Prioritize the diversity of “every tribe, tongue, and nation” (Revelation 7:9) on our team.