



Job Description

Title: Administrative Assistant

Summary: To serve with clerical and general office support for the Chaplain(s) within the Kent County Jail Chaplain's Office.

Duties & Responsibilities:

- General administrative tasks such as managing email, "kites," phone calls, paper and digital files, office technology.
- Assist in communications as needed.
- Help to plan and run special events, publicity.
- Support donor communications and community outreach.
- Track and organize program data and generate reports as needed.
- Other duties as mutually agreed upon with the supervisor.

Qualifications, Training & Attributes:

- Highly organized with ability to prioritize and multitask.
- Professional verbal and written skills.
- Comfortable with Microsoft Office and Google workspace products.
- Ability to maintain confidential information (inmate, donor, emails, etc.)
- Willingness to comply with all training requirements pertaining to jail operations and internal policies and procedures.
- Professing follower of Jesus Christ and active with a church body.
- Ability to operate within the RTF doctrinal statement.

Employee Type & Hours: Part Time, 10-20 hours per week, In Person

Reporting Relationship: Lead Chaplain, Kent County Jail

To Apply: Submit your resume to SarahV@JailMinistry.org