



JOB POSTING
KIDS CLUB ADMINISTRATIVE SUPPORT

Position Summary

The Administrative Support supports Kids Club (KC) program implementation through data entry, systems creation, records maintenance and reporting, supply inventory and purchasing.

Reports to Kids Club Director

NBCM Mission To share the love of Christ by investing in people

Summary of Minimum Requirements

- Proficient in MS Office Suite, especially Excel & One Drive
- Exemplary professional communication
- Highly organized with focused attention to detail
- Proficient in data entry & generating reports
- Customer service mindset

Status

Part-Time; Year Round

Non-exempt; Hourly; 25-32 hr/week

Pay Rate: \$17/hr