

WHITE HORSE INC

GETTING *the* GOSPEL RIGHT
GETTING *the* GOSPEL OUT

MISSION OF WHITE HORSE INN:

We believe each generation must rediscover and apply the gospel to their own time. Our mission is to help Christians “know what they believe and why they believe it” through conversational theology. The conversations take place in talk show, magazine, event, book, blog and social media formats.

Come and join our talented team at the White Horse Inn and help us get the gospel out!

JOB DESCRIPTION

Job Title:	Administrative Support Assistant
Reports To:	Chief of Staff
FLSA Status:	Part-time
Work Hours:	Monday-Friday, 8:30 a.m. – 1:30 p.m.
Location:	WHI Office in San Diego

Position Summary: White Horse, Inc. (“WHI”) is looking for a skilled Administrative Support Assistant to provide administrative support to our busy office with day-to-day activities regarding donor and partner fulfillment and marketing administration. The ASA’s responsibilities also include processing mail, maintaining office supplies, and other office related functions.

Key Responsibilities include the following. Other duties may be assigned.:

Data Entry:

- Record donor activities and contributions into database
- Weekly enter and allocate contribution information to database for Director of Finance
- Process contribution acknowledgments

Fulfillment & Development Mailings:

- Weekly create inaugural welcome kit for new donors and process for mail
- Prepare correspondence and materials to ship to regular donors
- Gather and ship requested material within 2-3 days

Development and Marketing Administration:

- Fulfill administrative tasks for Development team
- Inventory management in office. Initiate and maintain a running inventory of all content, shipping supplies, and stationery.

Web Content Support:

- Provide administrative support for all WHI websites
- Assist with uploading and images, graphics and artwork
- Edit and proofread documents according to company editorial standards, following company style guide to ensure document quality, clarity and consistency

Customer Service:

- Provide phone & basic IT support and resolve constituent requests on database.
- Between 11:15 AM and 12:15 PM every day, take Core Radio Callers forwarded by the Core Team.

General Clerical Duties:

- Complete monthly WHI office expense report
- Attend weekly meeting with Director of Donor Operations and Director of Marketing
- Office supplies: Maintaining supplies of office essentials, running necessary errands and placing online orders for supplies. Keep track of ink and toner levels for the two printers.
- "Kitchen" Responsibilities: Maintain inventory for office kitchen. Keep fridge, small appliances and counters tidy.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship. **Must be willing to work at the WHI office 5 days/week.**

- Education/Experience: Associate degree or equivalent from a two-year college or technical school; or six months to one-year related experience and/or training
- Outstanding administrative and organizational skills: develop realistic action plans, prioritize tasks around schedules and deadlines, manage time effectively
- Possess strong attention to detail. Follows detailed policies and procedures
- Provide high-level of customer service: able to interface with the public with respect and professionalism
- Able to work independently and on a team
- Excellent verbal and written communication
- Essential computer skills: Proficient use of MS Suite, particularly Word and Excel; mail merges; email and web searches. Able to type 45 wpm.

- Conduct personal and professional behavior according to biblical values and the biblical lifestyle upheld by White Horse Inn
- The individual should be a member in good standing in a Bible-believing church, preferably from a reformational heritage
- Applicants should be in agreement with the vision and mission of White Horse Inn (<https://www.whitehorseinn.org/about-us/>)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 50 pounds.

JOB DESCRIPTION DISCLAIMER

The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard White Horse, Inc. confidentiality agreement.

Employment with White Horse, Inc. is at-will. White Horse, Inc. may exercise its at-will rights at any time for any lawful reason unless a written employment agreement exists with White Horse, Inc. that provides otherwise.

White Horse, Inc. is an equal opportunity employer and strictly adheres to a policy of nondiscrimination without regard to race, color, sex, handicap, or national origin. All reasonable efforts will be made to protect the confidentiality of candidates.

Interested Applicants:

Please submit your resume and letter of interest to HR@whitehorseinn.org.

About White Horse, Inc.

White Horse, Inc. (www.whitehorseinn.org, www.corchristianity.com) is a multimedia catalyst for reformation. We believe that each generation must rediscover and apply the gospel to their own time. We long to see a second reformation take hold of our churches and return them to the God-honoring, Christ-centered, Spirit-wrought places of worship they should be. Over the past thirty years, we've grown more hopeful that such a reformation is possible. So, we're putting our time and resources to work toward one. Our mission is to help Christians "know what they believe and why they believe it" through conversational theology. The conversations take place in talk show, magazine, event, book, blog and social media formats. Our vision is to see a modern reformation in our churches through a rediscovery of God, the gospel, and the classic Christian confessions proclaimed during the sixteenth-century Reformation. More than just a talk show and a magazine, White Horse Inn is a conversation for reformation. C. S. Lewis famously remarked that "mere Christianity" is like a hallway. In this hallway, real conversations between Christians of different convictions can begin and develop over time as we emerge from these various rooms to speak of Christ and his gospel to one another. For thirty years, White Horse Inn has hosted this conversation both on the radio (White Horse Inn, Core Christianity) and in print (*Modern Reformation*) in the spirit of that great hallway of "mere Christianity," bringing the rich resources of the Reformation to bear on American evangelicalism.