



Job Description
**OFFICE ADMINISTRATOR/
LISTENER RELATIONS**

POSITION SUMMARY: Under the supervision of the Director of Operations and Finance, this position will provide support for the Kinship Radio's Administrative Department including general office procedures; nurturing the ministry's Ambassadors and Volunteer programs; and assisting with special tasks and event support as needed.

PRIMARY RESPONSIBILITIES:

1. Office Responsibilities:

- Update Kinship Radio website with sponsorships, community events and prayer requests
- Prepare and facilitate monthly mailings, special projects and Share with volunteers
- Meet regularly with supervisor to assess and address office and ministry needs
- Integral part of ministry communication including: answering phones, greeting guests, responding to listener inquiries.
- Process mail as a part of the donation process
- Maintain digital messaging in the lobby area

2. Community Responsibilities:

- Develop, plan and initiate Ambassador efforts in cooperations with Director of Operations and Finance along with the ministry's Lead Ambassador
- Represent Kinship radio at church and community events as assigned
- Nurture relationships with ministry Ambassador groups and volunteers

3. Other duties as assigned

SKILLS AND ABILITIES:

- High School diploma or GED, Bachelor's degree preferred
- Self-starting, organized, accountable, honest, with a high attention to detail
- Excellent written and verbal skills
- Skilled with computers, proficient in Word, Excel and PowerPoint
- Skills in basic graphic design are beneficial
- Like-minded resonance and commitment to Kinship Radio's mission and vision are required
- Ability to work in the United States legally, without sponsorship
- Previous experience in non-profit environment is helpful.

WORK ENVIRONMENT:

- This is a full-time position, 5 days per week, 8:00-4:30 p.m.
- Some mandatory night and weekends hours needed to support ministry events
- Some travel may be required to attend station functions
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee occasionally may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Additional Information

- *Kinship Radio is a network of stations and online media ministry that exists to proclaim that Jesus is Lord through worship in the Word. We accomplish this through our network of terrestrial radio stations in Southern Minnesota and Northern Iowa as well as our digital platforms.*
- Candidates must intrinsically align with Kinship Radio's Christian values. All employees are expected to sign a doctrinal statement and abide by the organization's code of conduct.
- We comply with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, we have the right to, and do, require that employees hold beliefs consistent with our doctrinal Statement and conduct themselves in a manner consistent with our religious beliefs, as explained in our code of conduct.
- *If you have a heart for the lost and seek to build up the local church through media ministry and service, we encourage you to apply to join our team.*