

Olive Tree Ministries is in need of a part-time Administrative Assistant to work in our headquarters in Maple Grove, Minnesota.

If you are excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway. We value a multi-generational workplace. 50+ welcome to apply. Please see the job description below and send a Cover Letter with Resume to: Jill@olivetreeviews.org

Administrative Assistant (Part-Time)

Schedule: Part-Time (20+ hours per week) Flexible Hours

Compensation: \$25.00+

Non-Profit Overview and Position Description

Olive Tree Ministries is seeking a reliable and organized **Administrative Assistant** to support the daily operations of a growing Christian nonprofit.

Olive Tree works to advance religious, charitable, and humanitarian ideas. We are committed to supporting biblical teachings.

This role is ideal for someone who enjoys helping people, staying organized, and being part of meaningful work that makes a real impact on daily life and for the Kingdom of God.

Key Responsibilities

Phone & Communication Support

- Answer incoming phone calls in a professional and friendly manner (rotation basis)
- Take orders and relay messages
- Update Supporters Database Information

Social Media Support

- Help create faith-inspired social media posts and represent our biblical values to an international community
- Monitor messages and comments
- Coordinate with Social Media Manager on content direction
- Update Prayer Wall

Develop “*End Times Answers*” Q & A Page (Olive Tree Website)

- Work with Director, L'Chaim Israel on Topics
- Coordinate with Administrator on Posting Website Content

Administrative & Office Support

- Assist with general office tasks and organization
- Help manage incoming emails and correspondence
- Assist Office Manager when needed

Qualifications

- Strong communication and interpersonal skills
 - Organized and detail-oriented
 - Comfortable using basic computer programs (email, Word, etc.)
 - Ability to manage multiple tasks accurately and efficiently
 - Positive attitude and willingness to learn
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Preferred Background

- Familiarity with ministry culture, social media, and general biblical teachings
 - Interest in faith-based nonprofit and humanitarian work
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Personal Qualifications:

1. A personal and growing relationship with Jesus Christ.
2. A love for people demonstrated through kindness, patience, and dedication in building positive relationships.
3. Full agreement with and support of the Olive Tree Doctrinal Statement and Mission Statement.
4. Strong biblical principles and the ability to incorporate scriptural beliefs into daily work, communications, and social media content.

How to Apply:

Submit the following application documents in MS Word or PDF file format.

- **Brief email or letter of interest** – Include the *earliest date you would be available to start*.
- **Resume** – Include the contact details that will allow us to contact you confidentially.

- **Three references** – Include at least one professional and one pastoral reference (required). References will only be contacted if a candidate is under consideration after the application review and initial interview steps.

Send email to: jill@olivetreeviews.org