

JOB SUMMARY

Axis is searching for a motivated and detail-oriented Administrative Assistant who is passionate about advancing Axis' mission to equip parents to disciple millions of teenagers. Axis equips parents and teens to follow Jesus in a world made confusing by Social Media, Cultural Trends, Mental Health, Technology, and Gender. We want Jesus to be at the center of a family's axis, and we know this mission begins by strengthening the internal operations that allow our team to thrive.

The Administrative Assistant will play an important role in ensuring that Axis' leadership and staff are supported with excellence. This person will assist the PM Dept in carrying out the daily administrative functions that keep Axis running smoothly. Responsibilities may include calendaring, meeting logistics, donor gift preparation and mailing, offsite logistics, getting a weekly meal for staff, event support, and other administrative tasks that create a seamless experience for both staff and external partners.

This role is ideal for someone who enjoys behind-the-scenes work, is energized by details and logistics, and wants to grow in providing excellent administrative support in a nonprofit ministry environment. The Administrative Assistant will balance relational warmth with organizational precision, ensuring that both people and processes are cared for. This person will demonstrate professionalism, handle sensitive information with discretion, and model Axis' heart and values in every interaction.

JOB DETAILS

Job Title: Administrative Assistant

Status: Part-time

Reports To: Director of Projects

Schedule: 25 hours in 4 days; 3 partial days/week in COS Office, 1 partial day remote (if desired)

Summary of Benefits: No benefits

Hourly Rate: \$28/hour

Department: Project Management

Serves On: Project Management, Office of the CEO

KEY RESPONSIBILITIES

- Assist the PM Dept in **managing daily administrative functions** that keep Axis operating smoothly
- Provide **scheduling and calendaring support**, and **coordinate meeting logistics**, including preparing agendas, reserving space, setting up technology, ordering meals/snacks, and capturing follow-up tasks
- Support donor stewardship through administrative **portfolio management support**, and by **preparing and mailing gifts, cards, and other thoughtful touchpoints** that demonstrate unreasonable hospitality
- Support in managing **birthday cards and Axis Anniversary cards/gift cards**, and in keeping the office well-stocked with **snacks and beverages**
- **Plan and execute staff gatherings, offsite meetings, quarterly celebrations**, and other events by managing logistics such as food, rentals, communication, and setup
- **Manage logistics with some outside vendors**, including responding promptly when something is broken
- Ensure staff are cared for through **organizing weekly team meals and appreciation gifts**
- Provide administrative support through **travel coordination, expense tracking, vendor research**, and other logistics
- Maintain **professionalism, discretion, and confidentiality** in all assignments, modeling Axis' heart and values in every interaction
- Support the PM Department in keeping the corkboard updated, administration for the Rocks (goal-setting) process, and change management related to **professionalizing operations and processes** at Axis



- Set a professional development goal each quarter to continue to develop as a person and a professional
- Learn project management best practices and provide some support for key projects when needed
- Other duties as assigned

REQUIRED SKILLS & QUALIFICATIONS

- 1+ year proven experience providing administrative support
- Associate's or bachelor's degree, or equivalent experience
- Excellent organizational, time management, and project management skills with the ability to anticipate needs and proactively problem solve
- High "say to do" ratio, strong in executing tasks to completion independently with high attention to detail
- Skilled communicator (written, verbal, willing to occasionally share with a group)
- Adaptable problem solver
- Strong base understanding of technology and software solutions (Google Suite, Microsoft Suite, Slack, Monday.com, etc.), with the ability to easily and independently learn new technologies
- Can handle confidential staff and donor information with unquestionable integrity and professionalism
- Willingness to pitch in on a variety of tasks, from event logistics to office errands, with a servant-hearted attitude

PREFERRED SKILLS & QUALIFICATIONS

- Basic knowledge of expense tracking, travel booking, or other executive support tools
- Experience in a nonprofit or ministry environment
- Desire to grow in the field of executive support, project management, and/or operations

The right candidate will naturally bring these strengths to the team:

- **Communicates Effectively** – Clearly conveys information while building trust and rapport with staff, donors, and external partners.
- **Interpersonal Savvy** – Relates well to diverse stakeholders with kindness, professionalism, and strong "people smarts."
- **Detail-Oriented & Dependable** – Completes tasks with accuracy and consistency; follows through reliably and takes ownership of outcomes.
- **Plans & Prioritizes Work** – Organizes time and tasks effectively, balancing multiple competing demands.
- **Adaptability** – Maintains flexibility and composure in the midst of change and shifting priorities.
- **Service-Oriented** – Provides excellent administrative support across stakeholder groups with professionalism and care.
- **Self-Starter** – Demonstrates initiative, resourcefulness, and independence, while bringing in the appropriate stakeholders when needed.

Note: This job description is a general outline of the key responsibilities & qualifications of the role at Axis.org. It may be modified or expanded to meet the evolving needs of the organization. To apply for this role, email your resume to devon@axis.org by October 31st.





AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

