

## **Dirty Girls Ministries**

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### **POSITION**

- Dirty Girls Ministries (DGM) seeks an **executive assistant** to provide DGM and staff with administrative and organizational support. This is a **paid position** of approximately 5/hrs per week. Additional hours may be required.

### **DESCRIPTION**

- Candidate should model a Christ-like lifestyle and attitude of sexual integrity that is reflective of our team. Candidate should also have an interest and comfortability in ministry care to women.
- Candidate will work closely with and report to the Executive Director.
- Tasks include but are not limited to mailing of ministry materials, phone communications, email communications, calendar scheduling, posting to social media, content creation, moderation of online community, and research.

### **REQUIREMENTS**

- Candidate must be a Christ follower with a lifestyle reflective of a commitment to Christ that models sexual integrity
- Candidate must be local to the **Kansas City area** and available to periodically meet with the Executive Director
- Candidate must have a computer (Mac preferred) with internet access as well as a smart phone
- Candidate may be subject to a background check
- High school diploma or GED equivalent preferred

### **IDEAL SKILLS:**

- Excellent verbal and written communication skills
- Proficiency in Word and Excel
- Experience with Google Calendar and Google Drive/Docs a must
- Experience with content creation in Canva, Adobe, etc. preferred
- Familiarity with MailChimp a plus
- Familiarity with Wordpress a plus

### **IDEAL QUALITIES:**

- Passion for seeing women freed from pornography and sexual addiction
- Enjoys challenges, but is comfortable with mundane tasks
- Willingness and ability to learn on the job and flexible with new tasks
- Inspires the trust of others
- Dependable and accessible by phone and email
- Uses time efficiently