Woman's Missionary Union Foundation
Birmingham, Alabama

The Woman's Missionary Union Foundation is seeking a dependable, organized, and detail-oriented Administrative Assistant to provide essential administrative and clerical support to the Foundation President and staff. This position plays an important role in maintaining efficient office operations, supporting meetings and events, assisting with donation-related processes, and providing professional service to visitors, callers, Board members, and constituents.

Position Details

- **Job Title:** Administrative Assistant
- **Schedule:** Full-time, 36 hours per week
- **Classification:** Non-Exempt

Key Responsibilities

- Serve as the welcoming first point of contact for visitors and telephone inquiries.
- Provide general administrative and clerical support to the Foundation President and staff.
- Provide administrative support for Foundation and Board of Trustees meetings, including meeting materials, room preparation, agendas, notes, and minutes.
- Maintain office supplies, marketing materials, and an organized, professional office environment.
- Assist with special projects and other administrative duties as assigned.

Qualifications

The ideal candidate will have:

- A high school diploma or equivalent and 2–5 years of administrative or related office experience, or an associate degree with 1–3 years of related experience.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- The ability to manage multiple responsibilities and meet deadlines.
- Proficiency in Microsoft Office; willing to learn new technology.

Lifestyle:

Our organization plays a vital role in fulfilling the Great Commission through our partnership and support of WMU, SBC and related organizations. Every employee of the WMU Foundation, therefore, functions as a minister of the Gospel through our role in fulfilling the Great Commission with which we have been charged. All employees must commit to living a life of personal holiness in imitation of Jesus Christ and bringing glory to God the Father in carrying out all assigned responsibilities, by the power of the Holy Spirit.

Interested candidates should submit a cover letter, résumé, and three professional references by

Email: foundation@wmu.org. Please use "Administrative Assistant Application" as the subject line; or by
US mail: WMU Foundation, 100 Missionary Ridge, Birmingham, AL 35242

Resumes will be accepted until the position is filled.
Resumes are kept in our applicant database for 12 months.