

JESUS Film Harvest Partners Seeking Part-Time Administrative Assistant

This position will provide administrative support to leadership and other staff as assigned. Primary tasks include reception duties, data management, and customer service communications with constituents.

The position is 29 hours per week between Monday – Friday, in the Olathe, Kansas office.

A high level of proficiency with Microsoft Word, Excel and Outlook, excellent verbal and written communication skills are required. Attention to detail, accuracy, and ability to multi-task are imperative.

The candidate must share the organization's conservative Christian values.

Please submit resumes to cdavis@jfhp.org