

Dirty Girls Ministries
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POSITION

- Dirty Girls Ministries (DGM) seeks a **volunteer administrator** to provide DGM and staff with administrative and organizational support.

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/not limited to email and phone communication, calendar management, travel arrangements, tracking inventory, sorting and paying expenses, mail preparation and working with the Community Manager concerning advertising partners.

REQUIREMENTS

- Female of at least 18 years of age
- Committed Christ follower and a lifestyle reflective of a commitment to Christ that models sexual integrity
- Candidate may be subject to a background check

IDEAL SKILLS:

- Excellent verbal and written communication skills
- Proficiency in Word and Excel
- Knowledge of Accounting/Money-Handling
- Familiarity with PayPal and other online financial tools a plus
- Experience with Google Calendar 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
- Uses time efficiently