



## **VOLUNTEER OFFICE ASSISTANT Job Description**

### **About Project Transformation National**

The epicenter of the most dynamic youth development and young adult ministry discernment program in the nation – Project Transformation National (PTN) – is located in Dallas, TX with offices at University Park UMC. PTN provides young adults yearning for purpose a structured, vocational discernment and leadership training program. Project Transformation National is an outgrowth of Project Transformation North Texas, also founded in Dallas, and was established in 2015 to build on its success with engaging young adults, marginalized children and churches in a mission of developing literacy and social-emotional skills, connecting communities and transforming lives.

From inception, Project Transformation has trained college age young adults to lead an eight-week summer literacy program for K-12 low income students. The program, hosted by inner-city United Methodist churches, is aligned with three strategic objectives of the United Methodist Church to further the faith – revitalizing urban churches through increased congregation-community connections, engaging young people in vocational discernment, and ministering in partnership with underserved populations - and speaks directly to values held dear by young adults.

PTN exists to further the expansion of Project Transformation chapters across the nation, to develop young adult program leaders and to steward the mission of transforming lives of young adults and the children and communities they serve. Today, Project Transformation operates chapters in Central Texas, Indiana, North Georgia, North Texas, Oklahoma, the Pacific Northwest, South Texas, Tennessee, and Washington DC. Last year, Project Transformation chapters provided programming for over 370 young adults and over 3,100 children annually in over 40 host churches and communities- an increase of 92% in young adults engaged in ministry since the inception of PTN four years ago.

### **Position Summary:**

The Volunteer Office Assistant will perform a variety of administrative and office support tasks. This is an ideal position for someone with excellent attention to detail and with experience and/or interest working in an office setting. This volunteer position will help to extend the resources of Project Transformation National to further our mission of engaging young adults in purposeful leadership and ministry, supporting children in holistic development, and connecting churches with communities.

## **Responsibilities:**

### Fundraising administration:

- Processing donor thank you letters and updated/maintaining Salesforce records
- Proofreading, printing/ mailing grant applications
- Tracking grant-writing/reporting schedule

### Financial Management:

- Processing invoices, payables, receivables, and reimbursements
- Assisting with annual audit

### Office Management:

- Assisting with the logistics of planning events and retreats (scheduling travel, booking accommodations, reimbursing staff, collating materials for retreat folders)
- Ordering, receiving, stocking of office supplies
- Assisting with clerical duties such as photocopying and filing
- Assisting with special projects such as newsletters and appeal mailings
- Answering phones

## **Requirements:**

- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of PT National partners and donors
- Preferred knowledge of donor database management systems
- Ability to work independently and proceed with objectives without supervision
- Computer skills (Salesforce, MS Office) are preferred

## **Time Commitment:**

- Up to 10 hours per week
- Days are flexible

**If interested, contact Eric Lindh, PT National CEO, at 469-513-2591 or [lindh@projecttransformation.org](mailto:lindh@projecttransformation.org).**