



JOB ANNOUNCEMENT
ASSISTANT EXECUTIVE DIRECTOR
(PART TIME)

Apostolic Mutual is the Loan Fund of the Apostolic Assembly of the Faith in Christ Jesus. We are a California Nonprofit Corporation that lends money to churches and provides investing opportunities through Certificates of Deposits and Individual Retirement Accounts. Our mission is to assist the Apostolic Assembly Churches in fulfilling their mission.

Apostolic Mutual is currently recruiting for the position of Assistant Executive Director.

SCOPE OF WORK

The Assistant Executive Director provides administrative support to the Executive Director to help with daily business operations. This includes assisting with governance, marketing, investing activities, and special projects.

JOB DESCRIPTION

Governance – The Assistant Executive Director will assist with the following governance responsibilities:

- Taking of Board Minutes.
- Preparing the Board Materials for all meetings.
- Sending out communications to the Executive Board regarding meeting reminders.
- Filing electronically all minutes, resolutions, and other documents related to board governance.

Marketing – The Assistant Executive Director will assist with the following marketing activities:

- Maintain all the Apostolic Mutual social media sites.
- Work closely with the marketing consultant to create a marketing plan to promote the Apostolic Mutual services and products. This may include creating videos, webinars, and marketing e-blast.
- Work closely with the marketing consultant to keep the Apostolic Mutual website updated with current information and promotions.
- Create the quarterly AM Newsletter that will contain articles and updates on the loan fund.
- Assist in giving presentations at National or District functions.

Investing – The Assistant Executive Director will assist with the following investing activities:

- Follow up with all leads pertaining to Certificates of Deposit and Individual Retirement Accounts
- Set-up appointments to go over the application process of opening an account.
- Be the primary liaison between Apostolic Mutual and Gold Star who is the IRA Portfolio Manager.

QUALIFICATIONS

The candidate applying for the job should have the following qualifications:

- Candidate should have a bachelor's degree in Business Administration or a related field or may be concurrently enrolled in college courses.
- Candidate should be bilingual (English/Spanish speaking).
- Candidate should possess strong writing and communication skills.
- Candidate should be knowledgeable of Microsoft Products such as Word, Excel, and Power Point.
- Candidate should be creative, flexible, and a team player.
- Candidate must be willing to travel three or four times a year.
- Candidate must be able to handle pressure such as meeting deadlines.

COMPENSATION & HOURS

SALARY - \$25 Hourly

HOURS – The candidate will work approximately 20 to 30 hours a week. It will vary from week to week.

PART TIME – Currently this is a part-time position; however, the candidate should be willing to go full time when the opportunity is made available.

LOCATION – This is flexible. The candidate can work remotely or work at the International Headquarters or a combination of both.

HOW TO APPLY

Please email your cover letter and resume to:

Pastor Eddie Campa
eddiecampa@apostolicmutual.org

If you have any questions regarding the position, please call Pastor Eddie Campa at 909-835-8286.