

Administrative & Program Assistant

Organization:

FaithWorks of the Inner City

Oklahoma City, OK (primarily in-person with some hybrid flexibility)

Full-time or Part-time

About Us:

FaithWorks of the Inner City is a nonprofit ministry dedicated to meeting the educational, spiritual, and physical needs of inner city children and their families. We work closely with the community through year-round programs, seasonal events, and strong relationships rooted in faith and service.

Position Summary:

The Administrative & Program Assistant will support the daily operations of our nonprofit by providing administrative help, assisting with program coordination, supporting fundraising and events, and managing databases. This individual will report directly to the Development Director and will play a key role in helping our ministry stay organized and mission-focused.

Key Responsibilities:

- Manage calendars, assist with scheduling, and respond to phone and email inquiries
- Provide data entry and help maintain organizational databases
- Help prepare materials and resources for programs and events
- Support event planning and logistics for community events, fundraisers, and holiday programs
- Assist in grant writing or report preparation
- Assist with occasional website updates and social media content
- Coordinate volunteer schedules
- Assist with creating and maintaining administrative resources
- Assist with donor communications and occasional donor tours

Preferred Qualifications:

- Associate's degree or bachelor's degree preferred
- Experience with nonprofits or community engagement
- Familiarity with donor databases (or willingness to learn)
- Working knowledge of Google Suite, Canva, and Wix
- Bilingual in Spanish is a plus, but not required
- Flexibility to work occasional evenings or weekends for events

Key Traits for Success:

- Team player with a friendly, professional attitude
- Flexible and adaptable to changes

- Highly organized and detail-oriented
- Self-starter who takes initiative
- Strong written and verbal communication skills
- Comfortable juggling multiple priorities in a dynamic environment
- Committed to the mission and values of FaithWorks of the Inner City

Work Schedule & Location:

This position can be either full-time or part-time. The role is primarily in-person at our OKC location, with some flexibility for hybrid work depending on the needs of the organization.