

# BioLogos

## Administrative Assistant

Grand Rapids, MI | Remote

BioLogos, a Christian nonprofit, is seeking a dynamic and conscientious **Administrative Assistant** to join our team in Grand Rapids, Michigan! This is a fully remote position, but it does require the ability to travel within the Grand Rapids area to handle errands, deliveries, and meetings as needed, work a mutually agreed-upon first-shift schedule, and be available during standard business hours. Reporting to the Director of Operations, the **Administrative Assistant** will support day-to-day operational, development, and program activities across the organization. This role is ideal for a meticulous individual who enjoys supporting others, following established processes, and contributing to the mission of a collaborative Christian nonprofit organization while continuing to develop their administrative skills.

At BioLogos, we exist to empower people to explore, embody, and delight in the harmony of faith and science. Through articles, podcasts, and resources, we give curious people the tools to find deeper meaning, authentic joy, and a faith that navigates the intricate world around us. Together, faith and science have the power to draw us closer to God. Please review short welcome videos about the BioLogos Mission at:

<https://biologos.org/insights/videos>. This role requires alignment with BioLogos' Christian faith, vision of harmony between science and faith, and its mission and values ([biologos.org/about-us](https://biologos.org/about-us)).

As our **Administrative Assistant**, your responsibilities will include but are not limited to:

- **Operational Support:** Performs a variety of administrative support tasks, including answering phones and emails, scheduling meetings, processing routine documentation, maintaining records, coordinating mailings and shipments, assisting with payroll and reimbursement processes, entering and updating data, preparing standard reports, and supporting staff meetings, events, and other organizational activities.
- **Development Support:** Performs a variety of administrative support tasks for the development and grants team, including responding to donor inquiries, updating donor records and recurring giving information, maintaining donor database information, coordinating travel and meetings, and assisting with routine fundraising and grant-related activities.
- **Program Support:** Performs administrative support tasks for the program team, including assisting with program events and activities, maintaining and tracking

program documentation, sending project management reminders, and supporting monitoring, evaluation, and learning (MEL) documentation processes.

To be a successful **Administrative Assistant**, you will need the following:

- A Christian faith alignment, with enthusiasm for the mission of BioLogos
- At least one year of recent administrative assistant experience, ideally in a nonprofit setting
- Personal warmth and professional communication style (mostly phone, email, and instant message)
- Proficiency with Google Workspace (Gmail, calendars, docs, sheets), Microsoft Office Suite, and Zoom
- Ability to work in a fast-paced environment with high attention to detail, and excellent follow-up and follow-through
- Ability to multitask and prioritize effectively
- Valid Driver's License
- Ability to travel outside of the Grand Rapids, MI area as needed (1-3 times per year)
- Salesforce experience is a bonus

We value and appreciate our employees and will support you with a great company culture and opportunities for professional growth. For more information about BioLogos, please visit us at [biologos.org](https://biologos.org).

**Location:** Grand Rapids, MI