



STEER, Inc.
Administrative Assistant

Position Overview

STEER, Inc. is seeking a detail-oriented and mission-minded Administrative Assistant to provide professional administrative, communication, and operational support. This position serves as an important point of contact for staff, donors, member mission organizations, farmers, and guests while supporting the daily work and ministry of STEER.

Purpose

- Support the mission, vision, and core values of STEER, Inc.

Key Responsibilities

- Serve as a welcoming first point of contact by answering calls, monitoring website email, greeting visitors, taking messages, transferring calls, and retrieving files as needed.
- Prepare, proofread, copy, file, and distribute professional correspondence and ministry-related materials for staff.
- Support farmer communications, project correspondence, new farmer packets, sales letters, income and expense reports, quarterly memos, and related materials.
- Assist with STEER events, meetings, banquets, and exhibits, including registrations, invitations, tickets, posters, news releases, materials, follow-up communication, and post-event coordination.
- Maintain accurate physical and electronic records, including correspondence, farmer files, board records, annuity records, mailing records, and related logs.
- Maintain CRM records and related Excel lists by updating contact information, organizations, farmers, groups, birthdays, anniversaries, and directory information.
- Provide administrative support to member mission organizations, including correspondence, project reports, dues and renewals, directory updates, and Teams uploads.
- Assist with prospective member organization inquiries, applications, eligibility screening, follow-up communication, and welcome materials.
- Support receipts, mailings, publication bids, mailing lists, print materials, directory production, and vendor coordination.
- Assist with board meeting preparation and communication, including RSVPs, hotel arrangements, catering, board packets, reminders, minutes, and official records.
- Assist with gift annuity checks, letters, and records as directed.
- Maintain office supplies, assist with errands, update the prayer calendar, and help keep office and storage areas organized.
- Perform additional duties as assigned to support the ministry and operations of STEER.

Professional Qualifications

- Minimum of two years of experience in an administrative assistant, ministry, customer service, or similar role.
- Education or experience in business, customer service, or ministry is preferred.
- Strong written and verbal communication, collaboration, coordination, and organizational skills.
- Proficiency with multiple software systems, including CRM platforms, Microsoft Excel, email, and Microsoft Teams.

Personal Qualifications

- Commitment to the mission and values of STEER.
- Have a heart for world missions and commitment to serving God.
- Self-motivated, dependable, trustworthy, and able to work with integrity.
- Flexible, willing to learn, and able to adapt to changing needs.
- Basic understanding of agriculture is preferred.

Reporting Relationships

This position works closely with the Ministry Development Director and Field Operations Director and provides support to the Bookkeeper, Controller, Director of Operations, and Executive Director as needed.

Additional Expectations

- Availability to assist with major STEER events, including the meetings & banquets, Annual BBQ, Hold the Rope Summit, and Round-Up.
- Willingness to assist where needed and participate in cross-training for other administrative duties.