INSPIRATION MINISTRIES
JOB ADVERTISEMENT – Board Associate
DATE- October 19, 2026
Part-Time- 2-6 hours/week

Looking for a one-of-a-kind opportunity? We are looking for a passionate, energetic, and engaging professional to assist the President with various Board of Director related functions. This position provides administrative and coordination support to the Board of Directors and its committees. Hours are flexible and vary throughout the year based on board activities. This can be a stand-alone position or combined with another part-time position.

To learn more about the impact that Inspiration Ministries is having in the lives of people with disabilities, watch Maddy's story here:
https://vimeo.com/user124704206/review/938398361/fbf29709e3
Intrigued about this opportunity? **Apply today!**

Why Work for Us?

- Excellent, competitive pay
- Enjoy coming to work every day knowing you have made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online – www.inspirationministries.org

Major Responsibilities

- Coordinate and schedule meetings; in advance of meetings, assist President/CEO with preparation and distribution of meeting agendas and supporting documents; attend meetings; and record, prepare, distribute, finalize and file meeting minutes in a timely manner.
- Per the Bylaws and Board Manual, lead the distribution of communication, ensure the timely collection of surveys, feedback, etc. from the Board related to the Annual Meeting and other time-sensitive communications to ensure compliance.
- Assist President/CEO with distributing and managing other Board and sub-committee communication.
- File and maintain all official Board documents and files.
- Attend and participate in mandatory meetings.
- Other duties as assigned.

Education and Experience

Years of Experience	2+ years of administrative, office, executive assistant, meeting coordination, or related experience

Education	High school diploma or equivalent required. Associate degree in business administration, office administration, communications, non-profit management, or related field.
Certifications & Requirements	N/A