
Job Description

SURVEY PROGRAM ADMINISTRATOR

- REPORTS TO:** Director of Client Services
- BASED AT:** Barnabas Foundation, Crete, IL
- SCHEDULE:** Part-Time, between the hours of 8:30am – 5pm CST
- PURPOSE:** The Survey Program Administrator provides administrative support for the Supporter Survey and Follow-Up Program. This role focuses primarily on processing returned surveys, tracking responses, coordinating follow-up activity, and assisting with preparation for potential new survey campaigns with member ministries.

KEY RESPONSIBILITIES

- Survey administration, processing, and campaign support
 - Assist with current supporter survey campaigns, including:
 - Preparing and organizing survey materials for each campaign.
 - Assisting with customization of survey materials and related campaign documents.
 - Coordinating with member ministries and third-party vendors for printing and mailing as needed.
 - Coordinating with the Marketing team to complete customizable information sheets.
 - Receiving, scanning, tracking, and organizing returned surveys.
 - Identifying survey respondents for appropriate follow-up communication.
 - Recording donations received from supporters in connection with survey responses.
 - Support potential new survey campaigns with member ministries, including:
 - Communicating with interested or potential member ministries about the survey program.
 - Preparing proposal information, including pricing, for prospective campaigns.
 - Assisting with contract updates between member ministries and Barnabas Foundation.
 - Providing payment information to the Finance team for invoicing.
 - Prepare and distribute survey reports to member ministries.
 - Compile results and prepare reports in a clear, accurate, and timely manner.
- Client Services administrative support
 - Provide administrative support for the Client Services team as time allows.
- Other duties as assigned.

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Customer-service oriented with a professional and helpful communication style.
3. Strong written and verbal communication skills.
4. Dependable, self-motivated, and able to manage recurring tasks with accuracy and follow-through.
5. Strong organizational skills and excellent attention to detail.
6. Proficiency with Microsoft Office software, including Excel, Outlook, and PowerPoint.
7. Demonstrated proficiency in learning new software systems.
8. Prior administrative, project coordination, or data-entry experience preferred but not required.

**Interested candidates should email a cover letter and resume to:
jobs@BarnabasFoundation.org**