



Office Administrator – Prison Alliance

Job Title: Office Administrator

Organization: Prison Alliance

Location: Raleigh, NC

Position Type: Part-Time | 25 hours per week

Reports To: Operations Director

About Us

Prison Alliance is a Christ-centered ministry dedicated to reaching incarcerated individuals with the hope and truth of the Gospel. Through our Bible study programs, we provide consistent discipleship and spiritual growth opportunities for those behind bars.

Our Mission

Impacting God’s Kingdom by sharing the Gospel with the incarcerated and discipling them through our Bible study program.

We believe transformation is possible through the power of God’s Word, and we are committed to equipping inmates to become faithful followers of Christ—inside and outside prison walls.

Why This Role Matters

The Office Administrator helps create a dependable and welcoming office environment that allows staff and leadership to focus on ministry impact, while ensuring guests experience excellence and care.



Position Overview

The Office Administrator supports the daily operations of Prison Alliance by managing office administration, facilities coordination, and hospitality. This role serves as the primary point of contact for staff, visitors, donors, and partners, helping maintain an organized, welcoming, and mission-aligned office environment.

Key Responsibilities

- **Office Administration**
 - Manage daily office operations, records, phone lines, and shared inboxes
 - Respond to general inquiries and route communication appropriately
 - Provide administrative support to the Leadership Team as assigned
 - Track office-related expenses and assist with budget monitoring
 - Complete administrative tasks and special projects as needed
- **Facilities & Office Management**
 - Maintain a clean, safe, functional, and professional office environment
 - Manage building access, keys, and facility scheduling
 - Order and maintain office supplies, refreshments, and paper goods
 - Coordinate meeting and event logistics, including food orders
 - Perform light cleaning of shared spaces and secure the office daily
 - Coordinate with vendors for maintenance, utilities, and repairs
- **Hospitality & Culture Support**
 - Welcome and assist office visitors and guests
 - Provide office tours for visitors, donors, and volunteers
 - Support internal meetings, staff gatherings, and team development events
 - Coordinate staff celebrations, appreciation efforts, and seasonal décor
 - Prepare and send thank-you, sympathy, and appreciation correspondence
- **Leadership Support (Administrative)**
 - Assist with scheduling, meeting preparation, and follow-up
 - Support document preparation and internal correspondence
 - Maintain confidentiality when handling sensitive information

Qualifications & Skills

- Agreement with the PA statement of faith, values, and core beliefs
- Strong organizational and time management skills, excellent attention to detail, great interpersonal abilities, and clear communication skills
- Ability to manage priorities independently
- Proficiency with common office technology and systems



- Service- and hospitality-oriented approach
- Prior administrative or office coordination experience preferred

Work Environment & Schedule

- Based in the Raleigh, NC office
- Expected to work an average of 25 hours per week.
- Hours are during core office hours Monday-Friday 9am-5pm
- Occasional travel for training or ministry events
- Occasional evening or weekend hours for events or ministry needs
- Employee will need to be able to periodically lift 25-pound objects

Compensation

- 25 hours a week paid hourly, part-time

Equal Opportunity Employer Statement

Prison Alliance is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.

To Apply

Please send your resume and a brief statement of faith to cleverp@prisonalliance.org. Include “**Office Administrator** – [Your Name]” in the subject line.