



**Position: Office Administrator**

**Reports to: President**

**Status: Hourly**

**Hours: 40**

**PURPOSE:** Provide administrative support; manage processes and office organization to achieve an efficient, friendly ministry environment which enables mission fulfillment.

**SCOPE:** Responsible for multi-channel communication, database support, executive support, training logistics and support, event support, managing volunteers, financial processes, human resources, and office organization.

### **RESPONSIBILITIES:**

#### **Communication**

- Receptionist: Provides initial welcome and prompt response (24-48 hours) to all organizational inquiries (including phone, e-mail, in-person and online). Organizes hospitality for guests.
- Mailings: Manages distribution of direct mailings & occasional mass e-mails including receipting, donor event mailings, annual reporting, and other needed communication per President and/or Communications Manager.
- Training & support: Support other staff in learning and utilizing technology to improve communication

#### **Data Management**

- Database: Supports Database Manager in administering database, including entry, queries, and corrections to ensure data accuracy. Create reports for staff as needed.

#### **Executive Support**

- Communication: Assists president with scheduling, correspondence, e-mail management and phone calls. Screens speaking requests and other inquiries.
- Support: Assists president with articles, presentations, board meetings, fund-raising, team building, and other meetings. Arranges travel logistics and itineraries to maximize budget and efficiency.

#### **Training and Events**

- Resources: Purchases, prepares and organizes needed resources including notebooks, packets, and certificates to ensure a professional training experience, or supervises support staff and volunteers in these tasks.
- Technology: Ensures proper audio-visual and computer equipment are available and in good working order.
- Hospitality: Organizes needed food, beverages, and hospitality supplies.
- Special events: Works with Events Coordinator to organize hospitality, logistics, volunteers, and communication for special events.
- On-site: Attend training, awareness and other special events as needed.

#### **Fundraising**

- Donations: Maintains protocols and executes receiving, recording, receipting, and reporting of all donations
- Donors: Supports president with donor communication and acknowledgement including thankyou gifts
- Events: Works with president and events coordinator to ensure event success as assigned.
- Donor Acquisition: Supports fundraising innovation as assigned.
- Grants: Support grant writer with formatting, delivery and tracking of grants/grant reports.

#### **Human Resources**

- Staff: Tracks hours, time off for payroll; maintains and oversees staff policies.
- Benefits: Organizes and manages staff benefits. Ensures compliance with HR requirements.
- Wellness: With president, promotes staff wellness through learning, activities, and resources.
- Staffing: Supports employee transitions including hiring, separation, performance reviews and status changes.

## **Office Management**

- Appearance: Maintains the office, providing a safe, professional, well-organized facility.
- Technology: Maintains office technology including computer hardware, software programs, and apps. Strong troubleshooting skills and experience with learning new technologies.
- Resources: Orders, organizes, and disseminates office supplies, equipment, and office forms.
- Finances: Manages reimbursements, purchase orders, check requests and monthly bills; reconciles Project 1.27 credit card statement; interacts with CCC finance staff to ensure financial integrity and accuracy.
- Budgeting: Create and manage monthly and annual budgets and reports with president and CCC staff
- Calendar: Maintains and coordinates Project 1.27 calendar and scheduling.
- Memberships: Manages organizational memberships including ECFA and CAFO.
- Legal: Coordinates and manages needed organizational documents, policies, and procedures such as board minutes, Workmen's Compensation, Unemployment, Liability and permits.
- Supervise Administrative Team

## **Volunteer Coordinator**

- Develop and coordinate volunteer program including prayer team, training support, office support and advisory teams.

## **QUALIFICATIONS:**

### **Character**

- A consistent witness for Christ.
- Maintains a Christ-like attitude in dealing with people within and outside of Project 1.27.
- In full agreement with Project 1.27 mission, vision and values.
- Required to sign a statement of faith, staff covenant and staff/volunteer policy letter.
- Willing to uphold the mission, staff, and stakeholders in prayer.
- Adaptable and discrete.
- Enjoys coordinating and supporting multiple projects and people.

### **Competency**

- Demonstrated people and organizational skills.
- Excellent written and verbal communications skills.
- Strong technology skills including high-level computer skills with MS Office program (Word, Outlook, Publisher, Excel, etc.) and web-based applications (Google Chrome, Drive, Remote Desktop, etc.).
- Basic experience in human resources.
- Database management experience preferred.
- Team Player with the ability to anticipate needs, take initiative, set and achieve goals.