**Job Title: Office Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| Division |  | Department |  |
| FLSA Classification |  | Grade/Range |  |
| Hours | Part Time 24-32 Hours/Week | | |
| Location | Southern Colorado Youth for Christ | | |
| Role Description | Administrative Assistant | | |
| Date Prepared | 1-4-21 | | |

|  |  |
| --- | --- |
| Position Summary | Provides chapter office management by organizing office operation and procedures, assisting in payroll and general accounting capacities, correspondence, filing systems and record-keeping, working with public and YFC USA, general HR functions, all clerical functions, general marketing functions, coordination of events and fundraising, and assisting Executive Director with tasks as requested. |
| Essential Functions | The position of Office Manager at Southern Colorado Youth for Christ provides essential functions in ministry, planning, working with chapter and volunteer staff, communicating, contributing to the outcome of all projects/processes, assisting or directing coordination of projects/processes. |
| Primary and Secondary Responsibilities | Primary Responsibilities:   * Phones and reception * Maintain, develop, and organize all electronic and filing systems * Process print and electronic correspondence with public, staff, and volunteers * Assist in coordination of training, ministry, events, and projects * Coordinate maintenance of all office equipment * Data entry to update and maintain financial and donor database system * Prepare all financial reports, bank reconciliations, budgets, donor receipts, yearly tax, and 501c (3) legal required paperwork * Pay bills and maintain financial consistency with all vendors * Provide paperwork for volunteer and staff, background checks, maintain staff and volunteer files, and compliance with state laws and YFC policies * Ensure compliance of all administration policies and procedures by YFC USA and SOCO YFC * Assist Executive Director with appointments and travel as needed * General oversite of office supplies, cleaning, and organization   Secondary Responsibilities (Desired, But Not Necessary):   * Posting content to and maintaining SOCO YFC Google and Facebook * Create electronic invitations, cards, and tracking for donors and volunteers through Punchbowl, Aplos, and JotForm |
| Spiritual Responsibilities | Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.  As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:   * Seek God’s guidance and wisdom, through prayer and meditation, for the organization as well as for specific ministry initiatives. * Participate and lead regular times of prayer, devotion, and worship as a regular aspect of your role within YFC. * Model empathy, humility, and care for all people. This includes promoting equity and inclusion in word and in the practice of faith expression.   Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. |
| Fundraising Responsibilities | All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of YFC/USA. These activities will include—but are not limited to— extending invitations to fund raising events, recruiting personal circle of influence/YFC donor contacts, sending letters, handwritten notes, personal calls, and personally ministering to donor contacts. |

|  |  |
| --- | --- |
| Knowledge & Skills | * Proven office management, administrative or assistant experience * Understanding of the processes and procedures for non- profit office management * Knowledge of office management responsibilities, systems, and procedures * Knowledge of accounting, data and administrative management practices and procedures * Excellent time management skills and ability to multi-task and prioritize work * Attention to detail and problem-solving skills * Excellent written and verbal communication skills * Strong organizational and planning skills * Proficient in MS Office – 2 years preferred * Proficient in Aplos, or other accounting software – 2 years preferred * Knowledge of clerical practices and procedures * Knowledge of human resources management practices and procedures * Knowledge of business and management principles * Computer skills and knowledge of Microsoft office and other software packages * Can work within a team or individually * CRM software knowledge   Secondary Skills (Desired, But Not Necessary):   * Marketing and social media skills |
| Credentials  Required & Preferred Education | * 2 years’ experience. * This position requires passing a background check. |
| Physical Requirements | Ability to communicate orally with customers, vendors, management, and other co-workers is crucial. Regular use of the telephone and e-mail for communication is essential. Sitting for extended periods is common. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information, and to prepare or inspect documents.  Activities require the ability to remain in a stationary position 50% of the time, occasionally move about inside the office to access files or office equipment, operate a computer and other office productivity machinery, such as a calculator, hand-held devices, copy machine, and computer printer.  No heavy lifting is expected, though occasional exertion of up to 10 lbs. of force may be required. Good manual dexterity required for the use of computers, mobile devices, and other productivity technologies.  The job is performed indoors in a traditional office setting. This can be a flexible at home and in office work. Extended periods of sitting and extensive work at a computer and phone are normal. |
| Travel Requirements | Once or twice a year for training |

AAP/EEO Statement

YFC is classified as an Association of Churches and as such our hiring practices reflect that designation. As a religious nonprofit organization, Youth for Christ incorporates within each leader role, the requirement to model, teach, share and live the faith. The relationship between YFC’s mission and each of its leaders is its lifeblood and as such does

at all times and in all instances reserve the right to make employment decisions based upon a person’s religious beliefs, personal character, and lifestyle consistent with our understanding of the Bible or with our overall goals and requirements for Christian ministry.

We seek to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for growth, development, promotion, training and compensation.

We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the organization.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.