

Title: Office Coordinator

Position: Regular Full-time administrator

Responsible to: Business Director

Mission Statement:

To connect students and their communities to Christ and the Church through real, loving, and non-threatening avenues.

Main Objective:

This person will help with all the behind the scene needs of First Glance to keep it running smoothly. In addition he/she will support staff positions at First Glance by assisting with any administrative tasks. It will provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Acting as the first person of contact, being the face of the office. Operating as the project manager for organizational tasks and events.

Job Description:

Administrative Duties:

- Welcome and assist anyone coming into the offices
- Provide general administrative and clerical support
- Schedule building use/rental
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Answer phone, directing calls and keeping automated system up to date
- Monitor and respond to email for assigned email accounts
- Monitor the First Glance mailbox and process outgoing mail, including bulk mailings
- Maintain student and donor databases according to organizational structure and policy
- Maintain organizational file system

Finances - Revenue

- Process payments and make deposits; including cash, checks, PayPal, and credit card payments
- Update finances into QuickBooks and Donor Management software
- Process and maintain cashboxes
- Create and send necessarily billing invoices
- Assist with annual tax form 990 preparation
- Assist with biannual audit

Fundraising

- Update and maintain Donor Databases
- In conjunction with the Fundraising Team prepare and execute supporter communication strategies, including, social media, website, press releases etc.
- Manage bulk mailings, and donor acknowledgment and statements
- Manage mass emails, including necessary program integrations

Volunteers

- Work with Program Manager to initiate contact with potential volunteers and process new leader applications
- Stock new leader applications throughout the building
- Process new volunteer applications
- Track volunteer numbers
- Process volunteer group applications
- Intake of group applications



Ordering:

- Oversee Food Bank responsibilities and partnership
- Keep supplies stocked throughout the building for both offices and programs
- Run errands for organization
- Order First Glance products and supplies when needed
- Oversee in-kind donation programs, including church item drives

General Operations:

- Attend and help when needed, with all special events. (occasionally on weekends)
 - Assist in the details of special events, fundraisers, and open houses
- Prepare items for meetings & other speaking engagements
- Attend all First Glance staff and leader meetings.
- Help with general First Glance tasks that arise.
- Update information when closing offices and/or programs

Expectations:

- Office Hours: 40 hours per week
- One hour in prayer room every workday
- Monthly Retreat Day
- Meet with your supervisor
- Common business courtesy, responding to emails and phone calls within 24 hrs
- Paid half-hour lunch break when working a full 8 hour day
- Maintain a neat and organized work space
- Adhere to related staff policy and procedures

Qualifications:

- Good research skills and attention to detail
- Excellent written and verbal communication skills
- Proficiency in MS Word, MS Excel and QuickBooks
- Ability to operate in both a Windows and Mac environment
- Knowledge of operating standard office equipment
- Ability to prioritize projects and strong problem solving skills
- Adaptable to work with all forms of technology, previous experience editing websites and working with databases preferred

*This position is for an unspecified duration and constitutes "at will" employment.

