



Job Title: Office Manager/Job-share **Position Type:** Hourly
Department/Group: Grand Rapids Office **Rate of Pay:** \$16.00
Location: 1480 Buchanan SW **Skills Required:** MS Office, Google Workspace
Grand Rapids, MI 49507
Date Posted: 10/14/2021
Email: nated@jailministry.org **Reports to:** Program Director
Mission: Our mission is to provide Christ-centered hope and healing through biblically-based, chaplain led, volunteer jail ministries.

General Summary:

We are looking for two people to fulfill the role of a job-share Office Manager. The ideal candidates will be able to work independently on a variety of office support tasks. This position requires a high degree of attention to detail and accuracy. This is an office based part time position working 20-26 hours a week depending upon the needs of the office and availability of the employee.

Essential Functions:

- Perform clerical tasks, such as sorting, processing and sending mail.
- Welcome, host, and assist visitors and work to schedule and oversee volunteers at the office.
- Maintain welcome area, open work space, and refreshments.
- Monitor level of supplies and maintain stock items in warehouse and office areas.
- Handle incoming calls and other communications in person and electronically.
- Distribute and monitor monthly reports, fulfill order requests, and manage Bible Course materials.
- Google Workspace apps, Word processing, basic financial recordkeeping, and desktop publishing.
- Daily remote bank deposits with willingness to be trained to perform data entry with donor CRM.
- Assist staff with meeting hospitality; set up, clean up, rsvp's, catering, etc.
- Any other office related duties as assigned by the supervisor

Requirements:

- Proven experience in a similar office support role.
- Working knowledge of office equipment and willingness to work with vendors.
- Excellent organizational and time management skills.
- Analytical abilities and aptitude in problem-solving.
- Excellent written and verbal communication skills.
- High degree of attention to detail and accuracy.
- A passion for the work of ministry.

Created by: Nathan DeWard **Date:** 10/14/21

Reviewed by: **Date:**

Approved by: **Date:**

The above statements are intended to describe the general nature and level of work. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required and may change at the discretion of the supervisor.