

## Office Manager Job Description

The Office Manager is responsible for bookkeeping, design work, technology maintenance, social media outreach, while also being a part-time Receptionist. The Office Manager recognizes that Options for Women is a Christian, life-affirming organization, is passionate about our vision and mission and abides by all policies and procedures. This is a part-time position.

### **Bookkeeping:**

- Process donations received from supporters to include entering donations into donor database, creating bank deposits and delivering to bank.
- Process invoices for payment and prepare checks to be signed by Board Treasurer.
- Purchase office and medical supplies as needed.
- Monitor online checking account to balance with checkbook.
- Update QuickBooks with income and expenses and prepare Treasurer's report for Board meetings.
- Maintain records of invoices, bank statements, savings account and investment statements and provide to tax accountant annually.
- Be available for major fundraising events to accept donations or delegate as needed.
- After major fundraising events, process donations with assistance from volunteer staff as appropriate.
- Provide detailed income/expense report of fundraising event outcome, utilizing QuickBooks, to Board of Directors.
- Keep Board Treasurer apprised of income/expenses and any out of the ordinary issues.
- Participate in Budget & Finance committee meetings and assist in preparing annual budget.

### **Design work:**

- Design flyers and brochures for client and donor outreach utilizing Microsoft Publisher or Adobe InDesign and Adobe Photoshop including: Prepare banner and Facebook image for Ministry Sync Walk for Life page, Walk for Life color flyer & black and white pledge form; Annual Banquet program; Supporter brochure; Client outreach business card, poster, Regular image posts to Facebook, Instagram, and Twitter and others as needed.

### **Technology Maintenance:**

- Monitor office computers and printers to assure the equipment has the latest software updates and virus protection; maintain computer performance as needed.
- Monitor AT&T Internet and phone to resolve any downtime issues.

### **Social Media Outreach:**

- Assist Executive Director with set up of Walk for Life online donation portal
- Prepare graphics and messages for client Facebook, Instagram and Twitter advertising
- Monitor impressions and interactions resulting from ads

**Receptionist:**

- The Receptionist is generally the first personal contact made with Options for Women. They create a warm, welcoming atmosphere for anyone who might call or walk through the facility door.
- Prepare office for opening.
- Check daily schedule for appointments and review with coach.
- Make phone calls as needed. These might be reminder call for appointments, staff calls, or returning calls from messages.
- Incoming calls handled professionally with answers to general questions or redirect calls to appropriate person.
- Meet and greet people upon entry to the center.
- Schedule staffing of volunteer Coaches and Receptionists.
- Train and orient volunteer Receptionists as needed.
- Be familiar with OFW software and make computer entries as needed. Data entry/word processing.
- Prepare and send thank you notes to donors through mutually agreed upon criteria established between Executive Director and Office Manager.
- Make sure needed forms are copied, filed and updated as needed. Monitor materials frequently used and make sure of availability.
- Assist the ED or Coach with such other duties or projects as may be assigned.
- Incoming and out-going mail handled appropriately.
- Participate in Policies and Procedures committee meetings.

**Supervision/Direction:**

The Office Manager reports to the Executive Director except for specific financial reports and responsibilities that are overseen by the Board Treasurer.

**Qualifications:**

- Professional and pleasant oral communication skills, including a caring and respectful tone of voice both in person and on the phone. Good listening skills with calm discernment. Basic writing skills.
- Willingness and ability to share the gospel of Jesus Christ by word and example, including prayer, to encourage clients, staff, and other Options for Women constituencies.
- Foster an office environment supportive of Options for Women's ministry of Life.
- Must be comfortable with Microsoft Office, specifically Word and Excel. Experience with QuickBooks, Publisher, Adobe Photoshop and InDesign helpful but not required – training will be provided.
- High school diploma or equivalent.
- Two years office experience and/or equivalent education.
- This is a part-time position. Hours are flexible but need to be available between 10 a.m. and 4 p.m.