



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

Office Coordinator

REPORTS TO: Accounting Manager

SUMMARY

The Office Coordinator is responsible for managing office communications, facilitating key tasks and procedures & providing administrative support.

ESSENTIAL FUNCTIONS

Office Administration

- Act as liaison between the property management company and organization and assist with building upkeep.
- Monitor and maintain office equipment including copiers and telephones.
- Schedule maintenance for medical equipment.
- Maintain laptop check in/out procedures.
- Maintain key inventory and check in/out procedures.
- Maintenance of registrations and renewals.
- Maintain and order office supplies.
- Business meeting preparation which includes: ordering food, making sure laptop is setup for presentations and all printed materials are ready.
- Circulate and mail prayer cards for our volunteers and donors.
- Assist with monthly staff meeting preparation.
- Prepare mailers for various donors, partner letters and thank you cards.

HR Administration

- Manage Board & Staff birthday & anniversary recognition.
- Update Board & Staff roster.
- Email staff correspondence such as memos & policy & procedure updates.
- Facilitate mandatory staff trainings.
- Assist with staff onboarding and off boarding process.
 - Setup interviews.
 - Setup new employee email, photo and signature.
 - Ordering name badges.
 - Send out welcome email.
 - Work with IT on setting up work station and login credentials.
 - Exit interview paperwork
 - Train on phone system, calendar and drives.

EDUCATION AND EXPERIENCE

- Ministry experience beneficial
- At least 1-year experience in an office setting.
- Experience with Bloomerang or equivalent CRM management system.
- Ability to write reports, business correspondence and procedure manuals.
- Computer skill requirements include: intermediate/advanced MS Word, MS Excel & MS PowerPoint.
- Familiar with standard concepts, practices, and procedures within non-profit.
- Community involvement a plus.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN's mission.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Excellent written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve goals and meet deadlines in a fast paced environment
- All employees are expected to participate in fundraising and volunteer recruitment activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must lift and/or move weights not exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / NON-EXEMPT

POSITION: Office Coordinator

DEPARTMENT: Business Department

REPORTS TO: Accounting Manager

STATUS: Full Time/ Non-Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:00AM to 5:00PM
