

Next Step Pregnancy Solutions & Services OFFICE MANAGER - Job Description

Position: Part-time 28 hours per week

Reports to: Executive Director

Objectives of the Position: The Office Manager will oversee the administrative, physical and service aspects of Next Step. This individual will be responsible for overseeing the receptionist and secretarial duties of the office and perform or assist with administrative duties. As with all staff positions, the Office Manager position must support fulfilling the mission statement, statement of faith and other policies of Next Step.

Qualifications: Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Statement of Faith, Commitment of Care and Competence and other policies of the ministry.
4. Have the education and/or work experience with office operations in a professional and service related field for two or more years.
5. Have experience with basic computer operations and good typing ability.
6. Preferably have some experience in a ministry capacity as paid staff or volunteer.
7. Exhibit skill in interpersonal communication and have the willingness to apply this skill with diverse individuals.
8. Be self-motivated, dependable, and responsible.

Key Areas of Responsibility:

I. Administrative

1. Oversees all aspects of general office coordination
2. Receive calls, make calls and greet clients
3. Coordinating with the Bookkeeper as needed, ensure that all correspondence/mailings, schedules, and forms are gathered, typed and copied on a timely manner
4. Oversee inventory control of office and other supplies needed for the center
5. Manage materials for office supplies and other related office needs
6. Perform opening and closing duties

II. Fundraising

1. Along with other key staff help prepare an annual operating plan for the development activities with the community
2. Coordinate necessary components for launching and maintaining Baby Bottle Boomerang fundraiser
3. In conjunction with the Executive Director assist with other fundraising activities/campaigns

4. Regularly maintain relationships with churches with good communication to key individuals associated with the church; i.e. pastor, secretary, and/or church ambassador in order to keep ministry's events, needs and fundraising information readily available.

III. Communications/Public Relations

1. Ensure brand identity and congruent throughout the organization
2. Develop and implement print and electronic publications
3. Attend training(in-person or virtual), networking events, and community outreach events.
4. Report regularly to the Executive Director on plans, programs, issues and accomplishments.

IV. Volunteers

1. Maintain monthly schedule of volunteer staff and inform Executive Director
2. Foster relationships with the Church Ambassadors and coordinate the Church Ambassador team building.
3. Train and assist volunteers to perform duties under Office Manager responsibilities
4. With other key staff, collaborate on ways to encourage and appreciate volunteers being supervised

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

Probationary period constitutes the **first 90 days** of employment. At the end of the probationary period, the Executive Director will hold a conference with the employee to determine if the job is a fit for both the Life Center and the employee.

A Performance evaluation will be performed at the **6 months** post hire date and **annually**.

I have received a copy of this complete job description. I understand, affirm, and subscribe to the requirements, responsibilities and duties of this job.

Employee _____
(Signature)

Date _____

Employer _____
(Signature)

Date _____

Title _____