



Office Manager

SUMMARY of Job Description

To provide a comforting, welcoming environment as the first contact many have with Atlas: Lincoln. To assist the director with administrative and organizational tasks so as to help support the team in accomplishing the Atlas: Lincoln mission and vision.

CHARACTER

- Growing relationship with Jesus Christ and local church family
- Possesses a natural and affirmed ability in administration, organization, and teamwork

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management and Administration:

- Assist director with overseeing programs, services, and activities to ensure that organizational goals are met
- **Assist director as needed with setting appointments****
- Oversee and develop the team of staff/volunteers who assist in office duties

Office Organization:

- Maintain internal structure, flow, and cleanliness of front office and waiting area
- **Receive calls and record and convey messages to the appropriate personnel****
- Direct clients and visitors to the appropriate personnel and/or areas
- Maintain accurate and useful filing database of clients, donors, and mentors
- **Coordinate meetings by keeping appropriate agendas, minutes, and schedules****
- **Ensure proper maintenance of team member's calendars and appointments****
- Ensure that all office equipment is operational and that appropriate team members are trained in its proper use and function
- Retrieve and distribute incoming and outgoing mail
- **Ensure adequate inventory of approved items necessary for daily operations and special events****
- Oversee website and social media output and exchanges

Fiscal:

- Help maintain annual and other budgets developed by the director and board
- Assist director in assuring effective audit trails
- Ensure timely payment of bills and accurate record of bank transactions
- **Maintain accurate and useful filing systems for financial records****

Composition and Correspondence:

- **Compose, transcribe, and edit reports, memos, letters, thank-you's, and other necessary correspondence**
- Create and distribute event invitations and scheduled newsletters
- Assist staff with printing, copying, and organizing material

HOURS

Approximately 10-15 hours a week depending on the nature of the essential duties and any extra tasks/projects

COMPENSATION

\$500 per month salary

****focus for position.** 10-15 hours a week disappears quickly, so these duties are prioritized.