



## Office Manager Job Description

(revised February 2023)

**Position:** New Song Office Manager

**Employment Type:** Part-time, Hourly (24-32 hours per week), non-exempt

**Reports to:** Executive Director

**Salary:** \$18.00 per hour

**Mission Statement:** The purpose of New Song Mission is to equip children for life.

**Ministry Overview:** New Song Mission provides transformational growth opportunities for vulnerable children through holistic, compassionate care on a 100-acre children's home campus, by the grace of God. As a 501(c)(3) nonprofit Christian ministry, New Song provides safe, loving homes, personalized academic instruction, relational mentoring, biblical discipleship, recreational activities, and experiential learning to help our students grow and mature. We care for our students with love, compassion, and patience, receiving our strength, wisdom, joy, and peace from the Lord, serving God with gratitude and humility for what He has done in our lives.

**Duties and Responsibilities:** It is the expectation of New Song that the Office Manager, by God's grace and through his or her faithful walk with Christ, will perform the following functions:

### Executive and Administrative Support

- Assisting with board meeting preparations
- Assist with supporter meetings
- Showing hospitality to campus guests
- Assist with student enrollments
- Assisting with other executive and administrative functions as requested

### Fundraising and Marketing

- Customer Relationship Management (CRM) software data base entries
- CRM list creation
- Proofing materials
- Working with print company
- Gift entries and receipts
- Assist with Constant Contact emails, post stories on website, create Facebook and Instagram posts
- Assisting with campus events
- Assisting with special projects as needed

## Finance

- Make bank deposits
- Transfer funds between accounts (savings/checking, and into household accounts)

## Other Support

- Pick up mail from post office
- General office tasks: checking voice mails, directing calls, responding to emails, purchasing office supplies, filing, maintaining bank balances and bills, etc.
- Inventorying Campus Center supplies
- Purchasing supplies for Campus Center and Classroom
- Human Resources work: onboarding new employees, submitting employee payroll every two weeks, maintaining HR files on staff members, etc.

## Qualifications

**Christian Faith:** Has received Jesus Christ as his/her personal Lord and Savior and demonstrates a mature faith in the Lord

**Educational Requirements and Abilities:** Prior office management experience is strongly preferred.

**Technology:** Is very comfortable and capable working with Microsoft Office, and is willing to learn other software programs

**Dependable:** Is someone who can be counted on to perform their work responsibilities

**Responsible:** Is a highly responsible person who is accountable for their work

**Conscientious:** Is very conscientious about getting work responsibilities accomplished

**Strong work ethic:** Is a hard worker who seeks to perform responsibilities with excellence

**Flexibility:** Is ready and willing to break out of the daily routine to take on special, urgent projects

**Organized:** Is a highly organized person

**Stress Management:** Handles stress well during times when there is a heavy workload

**Honesty:** Is exceptionally honest and forthcoming

**Humility:** Works well under supervision

**Hospitable:** Is friendly and joyful

**Children's Home Policies:** Is strongly committed to working within the policy framework and best practices of New Song

**Statement of Faith, Culture, Guiding Principles, & Core Values:** Commitment to New Song's Statement of Faith, Culture, Guiding Principles, & Core Values Statement

**Physical Capacity:** Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting

**Continuous Learning:** Demonstrates the desire and ability to continually learn and grow in the position

**Valid Driver's License:** Has and maintains a valid driver's license and is able to operate a ministry vehicle without restrictions

**General Qualifications:** Meets the general qualifications outlined in New Song's personnel policies