

## **OFFICE MANAGER**

*Full-time, Non-Exempt, responsible to Executive Director*

### **POLICY/PROGRAM DIRECTION**

- . Collaborates with Executive Director to facilitate the growth and development of Pax Christi at the national level.
- . Participates in the overall and specific development and implementation of PCUSA general plans and budget.
- . Works collaboratively with the other staff to develop and coordinate programs of PCUSA in keeping the vision set forth by the national Council.

### **RESPONSIBILITIES**

#### **Administrative:**

- Maintains current copies of employee handbook, personnel manual and additional office policies.
- Responsible for answering the telephones and forward messages to National Office staff.
- Responsible for handling incoming and outgoing mail.
- Provides administrative support to Executive Director and staff.
- Responds to telephone, e-mail and written inquires about membership.
- Responsible for correspondence as directed by the Executive Director.
- Types and distributes minutes from National Office staff meetings.
- Responsible for coordinating all office equipment; building maintenance service and liaises with Building management.
- Responsible for monitoring inventory, obtaining quotations and purchase of office supplies, equipment, repairs, etc.
- Facilitates the resolution of technological difficulties in the National Office in consultation with IT and Executive Director.
- Maintenance of general office files; personnel files of PCUSA National staff and National Office calendar.
- Maintains collection of office periodical and maintains PCUSA library and resources.
- Assists the Executive Director in the coordination of logistical arrangements for staff retreats, staff planning and development days and Council meetings.
- Provide typing and copying services to National Council standing committees as needed.
- Coordinates the distribution of minutes to the National Council.
- Print labels and produce disks for all PCUSA mailings for regional and local leaders.
- Assists Communication Director and regional and local leaders in responding to requests for labels, membership printouts and generating quarterly reports for regional leaders.

#### **Development:**

- Responds to telephone, e-mail and written inquires about membership.
- Responsible for correspondence as directed by the Executive Director.
- Responsible for maintenance of the Raiser's Edge database and other databases, including but not limited to input, changes, deletions, etc.
- Runs queries and reports from Raiser's Edge and QuickBooks as requested by National Office staff.
- Coordinates and facilitates work with outside printing company.

- Responsible for data entry of National Conference registrants, and other program related databases and facilitates registration at yearly conferences. Assists/coordinates with logistical and programmatic needs for PCUSA events.
- Responsible for design and re-print of PCUSA materials.
- Assists in sending development thank-you for donations under \$200.00.
- Oversees process, printing and mailing of monthly renewal letters.
- Coordinates end of the year Sustainer thank you mailings and assists with Major Donors, Spring and Christmas Appeal mailings.

**Finance:**

- Responsible for categorizing checks using the office Chart of Accounts in consultation with the Bookkeeper.
- Responsible for receiving income, donations and making deposit slips in a timely manner.
- Assists the Bookkeeper on issues pertaining to expenses, bills and invoices.
- Assist with the preparation of the audit.
- Assists with the preparation of the Insurance audit report.

**Other Responsibilities:**

- Complies with the policies and procedures outlined in the Employee Handbook and Personnel manual.
- Assumes other duties as assigned/designated.

**DESIRED SKILLS**

- Non-profit experience a plus.
- Experience in an administrative support capacity.
- Proficiency in Microsoft Word, Excel, PowerPoint, InDesign, and experience with Raiser's Edge or similar donor database software required.
- Strong professional skills, including ability to prioritize, teamwork, problem-solving, verbal and written communication, and time management.

Applications will be reviewed and the position is open, until position is filled.

Please send your resume, cover letter and three professional references by email

to [applications@paxchristiusa.org](mailto:applications@paxchristiusa.org). Subject line should read: Office Manager Application. **No telephone calls and no hard copies.**