Office Manager
Position Description

Title: Office Manager
Classification: Full-Time
Supervisor: Executive Director
Location: Global Health Ministries, 7831 Hickory St. NE, Fridley, MN 55432

Abilities: Associates degree with four to six years of experience

Scope: The Office Manager is the first point of contact for visitors and is in charge of making everyone feel welcomed, so an upbeat and friendly disposition is required. The Office Manager is responsible for the organization and maintenance of all office operations and procedures while supporting staff administratively. This position requires attention to detail, time management skills, appreciation of a fast-paced staff and a steady flow of volunteers, multi-tasking, and an enjoyment of creating and maintaining a pleasant work environment. Experience with a variety of office software (email tools, Microsoft Office, Raiser’s Edge CRM) is important as well as the ability to accurately handle administrative duties. The ideal applicant will share our passion for making bold and lasting positive improvements in health around the world as concrete expressions of the love of Christ.

Responsibilities:
1. Process bank deposits using Raiser’s Edge/NXT and an online banking system
2. Process donor acknowledgement letters
3. Create Month End Pledge reports for Accounting
4. Create/Maintain constituent records and reports within Raiser’s Edge/NXT for Executive and other directors as requested
5. Manage the office to ensure effective telephone and mail communications both internally and externally and maintain professional image
6. Maintain common work areas in office, large and small conference rooms
7. Maintain mailing list for GHM newsletter and coordinate processing of newsletters, brochures, flyers, etc. with printer, volunteer teams and mailing house
8. Maintain document updates made by the Governance Committee
9. Transfer volunteer hours from 4D software into Raiser’s Edge/NXT
10. Organize volunteer Appreciation picnic and Staff Christmas party
11. Maintain and replenish inventory of office and kitchen supplies
12. Keep the office clean and tidy – organize supplies, file paperwork, etc.
13. Assist with preparing documents for Board meetings, trainings, and other meetings
14. Recruit, schedule and manage office volunteers
15. Send out get well/sympathy cards
16. Assist the Executive Director, Board, and other staff with miscellaneous projects as requested

This job description is meant to serve as an overall summary of the general duties of this position. It is not all inclusive and other responsibilities may be assigned.
To Apply
Please direct resumes and inquiries to: Reverend Doug Cox, executive director
Global Health Ministries
7831 Hickory Street NE
Minneapolis MN  55432
office@ghm.org
763-586-9590

Formal review of applications and interview process begins November 1, 2019.

Target start date of January 2, 2020.