



Office Manager

EMPLOYER: Child Evangelism Fellowship, Inc.® of South Carolina, Columbia Chapter

IMMEDIATE SUPERVISOR: Assistant Director

HOURS OR EMPLOYMENT: Full-Time: 35 Hours Per Week

SALARY: \$16.00 to \$18.00 Per Hour Salaried Hourly

General Responsibilities

The Office Manager will provide administrative and secretarial support to the CEF Columbia-Midlands District staff and oversee the administrative needs under the supervision of the Assistant Director.

Qualifications: GENERAL QUALIFICATIONS (USA MANUAL 400.10.1)

- Is born again, has the assurance of salvation and is willing to give a testimony of salvation experience.
- Believes he/she is called to serve in this ministry.
- Believes that children can be saved from sin by coming to a saving knowledge of Jesus Christ.
- Demonstrates an active prayer life and is a continual student of the Word.
- A team player and gets along well with others.
- Has good written, verbal and public speaking skills.
- Extensive computer skills. Working knowledge of email, Internet, Dropbox; Microsoft Office.
- Meets the specific qualifications necessary to perform requirements.
- Is willing to participate in raising ministry support.
- Has a good testimony at home, at work, in the community and in the church as reflected by both speech and conduct. Manifests a Christ-controlled and disciplined life.
- Is actively involved in a local church that is in agreement with the CEF Statement of Faith.
- Is continually learning to trust the Lord for victory, wisdom and guidance.
- Is willing to submit to authority in a biblical way.
- Believes and signs CEF Statement of Faith, Doctrine Policy, and all Child Protection Policy forms.
- Strong organizational skills, ability to multi-task and is a self-starter; flexible
- Valid driver's license and clean driving history of at least one year
- Is willing to follow and abide by all policies and the leadership of Child Evangelism Fellowship.

Preferred Qualifications: The individual must have the following: ability to communicate effectively both orally and in writing; knowledge of business practices and procedures; a working knowledge of QuickBooks, Microsoft Word, Publisher, PowerPoint and Excel; ability to establish and maintain a good working relationship with individuals both internally and externally; valid SC driver's license; clearance through Child Protection Confidential Screening process and Teaching Children Effectively Certification.

Specific Responsibilities

General Office

- Secures areas needing securing before leaving for the day if last one to leave; otherwise be sure office is closed securely.
- Makes bank deposit.
- Files incoming bills to be paid in Bills to be Paid folder.
- Serves as central telephone operator and receptionist.
- Oversees incoming US mail is picked up and routed to proper staff member daily. Open mail. Write invoice number or pledge number on the memo line. Write number of checks and total amount for that day on your calendar.
- Oversees daily delivery of outgoing mail and packages to US Post Office or other delivery services.

- Oversees donor receipt process as outlined by CEF national policy guidelines.
- Maintains a database and process for monitoring pledge receipts – reminder letters, etc.
- Provides administrative and secretarial support to all staff members.
- Maintains office calendar and reminds staff of important deadlines and meetings.
- Organizes office files and records in accordance with CEF official retention schedule and ensure files are disposed of as required with the assistance of the Project Manager
- At the direction and approval of the Assistant Director, purchases office supplies from local vendors as well as CEF Press via purchase requisition process. Maintains inventory and oversees procurement of office supplies.
- Maintains CEFMCD databases: Child Protection/Volunteer; Active Mailing List, etc.
- Oversees and maintains donor check log, PayPal receipts and bank deposits.
- Recruits and coordinates volunteers as needed to assist with special projects or office work.
- Oversees the Child Protection Policy process complies with CEFUSA guidelines on a daily basis.
- Weekly Staff Meetings each Monday at 10AM – be sure the conference room is presentable for meetings. Cover meeting in Director’s absence on occasion.
- Purchase/mail birthday, encouragement, sympathy and other occasion cards for board members, volunteers, and staff

Office Aesthetics

- When Project Manager is out, arrive 30 minutes early to open office (supply cabinets, turn computers on, turn on lights, open blinds, etc.)
- Be sure office is presentable for guests. No visible boxes; floors are nice; no stacks.
- Secure areas needing securing before leaving for the day if last one to leave; otherwise be sure office is closed securely.

Finance

- Back up bookkeeper by processing of donor receipts/deposits in QuickBooks, print necessary monthly reports and provide required reports to CEF of SC
- Oversee timely processing and mailing of donor receipts
- Manage accounts payable to ensure invoices approved for payment and are process in a timely manner

Good News Club

Coordinate with GNC Coordinators on the following:

- GNC Evaluation calendar and update staff at weekly staff meeting as to the completion of evaluations
- Written reports on routine monitoring/evaluation of Good News Clubs.
- Gathering specific information relative to teaching curriculum, prayer requests and supplies, etc. from GNC team leaders.
- Child Protection Screening process and maintain the database with names, addresses, origination and expiration dates as well as other pertinent information.
- GNC team leader database
- GNC files and GNC database

Christian Youth In Action - Assist Assistant Director with the following, annually:

- Update CYIA and 5-Day Club Program promotion and recruiting information
- Updating required applications/paperwork
- Scheduling 5-Day Club church partnerships as well as record keeping paperwork
- Maintain CYIA church partnership list for payment and service needs

Other Duties

- Performs other duties as assigned by Assistant Director and/or the District Director
- Completes special assignments as needed.

Use of personal vehicle for official business will be reimbursement according to IRS Mileage Reimbursement Rate.

UNDERSTANDING AND AGREEMENT

This is not a contract of employment and may be amended or canceled at any time, with or without the incumbent's agreement.

I have read and agree to comply with this job description as well as the USA Operations and Policy Manual and the SC Operational Manual.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Expected Start Date: _____