



Child Evangelism Fellowship, Inc.® of South Carolina **Columbia-Midlands District**

Office Manager

Full-Time: 35 Hours per Week

General Responsibilities

Responsible for overseeing general office procedures which may include bookkeeping, mailings, typing, record management, filing and communication support. Reports to the assistant district director.

General Qualifications (USA Manual 400.9.1)

- Is born again, has the assurance of salvation and is willing to give a testimony of his or her salvation
- Must sign the Worker's Compliance Agreement
- Is called to serve in this ministry and is able to explain that calling
- Believes that children can be saved from sin by coming to a saving knowledge of Jesus Christ
- Demonstrates an active dependence on prayer and is a continual student of the Word of God
- Demonstrates a generous heart with time, talents and resources
- Is a team player
- Possesses good written, verbal and public speaking skills
- Possesses basic computer and technology skills
- Is self-motivated and organized
- Meets the specific qualifications necessary to perform the requirements of the job description
- Participates in raising ministry support
- Has a good testimony at home, on the job and in his or her neighborhood and local church as reflected by both speech and conduct
- Is actively involved in a local church
- Is continually learning to trust the Lord for victory, wisdom and guidance
- Submits biblically to authority
- Lives in the area of ministry

Specific Qualifications

- In agreement with CEF Statement of Faith
- Willing to submit to background screening
- Valid driver's license and clean driving history of at least one year
- Extensive computer skills. Working knowledge of email, Internet, Dropbox, Office 365/OneDrive, Microsoft Office, Windows, and QuickBooks
- Strong organizational skills, ability to multi-task, is a self-starter, and flexible.
- Prior experience in office administration

Primary Responsibilities

- Greeting visitors
- Answering incoming phone calls and directing calls to appropriate staff member
- Mail Service: incoming and outgoing
- Purchasing office supplies and taking proper inventory
- Maintaining office calendar to ensure reporting deadlines, commitments, and events are completed in a timely manner
- Creating presentations and produce management-level reports
- Overseeing records retention and storage
- Maintaining volunteer and donor databases to ensure up-to-date mailing lists
- Ensuring computer backs-ups include bookkeeping and general computer files (OneDrive)
- Provides administrative support for CYIA and 5-Day Club Program updates required applications/paperwork
- Supervising interns and volunteer staff

Performs other duties as assigned by Assistant District Director and/or the District Director

Benefits

- Hourly pay grade based on qualifications (\$27,300 to \$32,760 annually)
- 403(b) retirement savings plan
- Paid leave
- Paid holidays

About Our Organization

Founded in 1937, **Child Evangelism Fellowship**, also known as CEF, is a Bible-centered, worldwide organization composed of born-again believers whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the local church for Christian living. CEF has over 3,500 missionaries internationally, approximately 3,400 of whom are nationals. Out of those missionaries, 852 full-time workers serve across the USA and Canada with the help of an estimated 40,000 volunteers. CEF is a great place to work!

How to Apply

Send a copy of your resume as well as a typed explanation of your salvation testimony (how you came to know Jesus as Lord and Savior) to officemanager@cefcolumbiamidlands.org. Include a Bible verse to support your assurance of salvation. Our staff will review your resume and testimony to ensure you meet the qualifications. This may include a short telephone call or email communication to verify specific information.

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 Organizational Manual and the SC Operational Manual.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____