



# EPISCOPAL CITY MISSION

Providing Hope and Healing for Children  
in the Juvenile Justice System

## **EPISCOPAL CITY MISSION (ECM) Office Manager Job Description**

### **GENERAL SUMMARY:**

The Office Manager is responsible for overseeing the daily operations of the ECM office. Duties include but are not limited to communicating with Executive Leadership, relaying important information to and from the chaplains, and implementing efficient and effective practices.

### **REPORTING RELATIONSHIPS:**

Reports to the Executive Director

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Communication: Members, Donors, Volunteers**

- Manage and update the website.
- Develop content for social media and monitor activity on all platforms.
- Manage the creation and distribution of communications to board members and donors including gift acknowledgement, requests, and reminders for dues and /or contributions, and other communications.
- Assist in the recruitment and training of volunteers, including tour leaders, and provide support to tour leaders and leaders of volunteer events.

#### **Operations Management**

- Answer electronic communications and phone calls and direct communications to the appropriate party.
- Manage the front desk including welcoming and directing guests, responding to visitor inquiries, directing mail, courier and other deliveries, and ensuring coverage and availability for questions during core office hours.
- Assist in scheduling and preparing programs and events including birthday parties, and for meetings of the Board, Board committees, members, and staff.
- Maintain complete, organized, and accurate organizational records including financial and HR records, Board minutes, and lists of Members, Directors, Advisors, volunteers, and donors.
- Monitor and order office supplies as needed.
- Maintain office equipment and manage and maintain common office areas.
- Manage relationship with key office vendors, including building maintenance, property manager, IT and office equipment.
- Support organization staff as requested.

## **Grant Compliance**

- Oversee approved funding contracts to ensure that documentation and reporting requirements are met prior to due dates.
- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and modify policies/procedures/systems in accordance with regulations and organizational needs and objectives.
- Utilize the required Salesforce platform effectively.

## **QUALIFICATIONS:**

- **Education** – High school Diploma required; bachelor’s degree preferred
- **Experience** – two to three years’ experience in the nonprofit sector, office management, grants management and/or communications.
- **Knowledge** –  
Knowledge of social media platforms and management  
Knowledge of office procedures, clerical and recordkeeping operations and the use of various office technology and software  
Proficiency in Microsoft Office Suite and QuickBooks
- **Skills** –  
Organizational skills and attention to detail  
Excellent people skills with the ability to interact and communicate effectively with a diverse group of stakeholders  
Strong oral and written communication skills  
Strong problem-solving skills
- **Abilities** –  
Ability to work accurately, prioritize multiple tasks and meet deadlines  
Demonstrated resourcefulness in proposing new ways to create efficiencies  
Flexible and a self-starter

## **WORK HOURS & BENEFITS:**

This position is full-time, 40 hours per week, 9am to 5pm. Monday-Friday, with occasional weekends and evenings to support programming as necessary.

Paid medical insurance. Pension plan of 9% of gross wages.

There are 12 paid holidays and PTO is accrued monthly.

Salary: The pay range is \$45,000-50,000 depending on skills and experience.

## **TO APPLY:**

Applicants may submit a resume and note of introduction to the Executive Director, Nathan Ivy, with *Office Manager* in the subject line to [ecmdirectorstl@gmail.com](mailto:ecmdirectorstl@gmail.com). Deadline: March 01, '24.