

Office Manager



MISSION

The Dwelling Place is a Christ-centered ministry providing healing and hope to victims of domestic abuse through supportive services and a safe, transitional place to call home.

PURPOSE

The Dwelling Place exists to break the generational cycle of abuse by equipping and empowering women and their children through the love of Jesus so they can experience lasting freedom.

JOB SUMMARY:

The Office Manager provides administrative support for director level staff, as well as leading day-to-day operational functions of the ministry business.

RESPONSIBILITIES:

General Administrative

- Keep the office running smoothly, delegate requests coming from community, handle incoming phone and direct calls and voice messages accordingly
- Manage incoming and outgoing mail and distribute it to appropriate places.
- Provide administrative support to Director-level staff
- Coordinate with donations coordinator and record all donations that come in through the office
- Collect signed confidentiality contracts from all visitors to the office and on-site vendors
- Assist with all-staff meeting agenda, scheduling and note-taking. Oversee the distribution of office equipment and other general inventories

Maintain Office and Facilities Systems

- General support of IT systems including initial troubleshooting and communicating with our IT, phone system, and alarm system vendors.
- Assist staff in programming and troubleshooting IT, printers, Wi-Fi, alarm system, etc.
- Ensure processes and systems maintain the appropriate security and safety for residents
- Maintain all business office spaces including taking out trash, doing dishes, general cleaning and upkeep

HR Assistance

- Assist Executive Director with HR related systems and processes including maintaining job descriptions and postings.
- Maintaining HR related policies, procedures and files
- On-board and off-board employees in coordination with the bookkeeper and supervisors.
- Assist directors with professional development and training resources, coordination and scheduling of Staff Retreats and training, managing training budget

Donor Relations and Event Support

- (Bloomerang) Donor Database Administrator: run reports and oversee data entry for additions and changes, learn system upgrades and train development staff
- Coordinate mailings, pull lists from database, look for duplicates, database clean up, Quality control
- Event support – Misc. tasks such as registration, seating charts, day off event support as needed

Vendor Relations

- Interface with partners, vendors, and service providers as needed to maintain consistent operations including research, evaluate current and potential vendor relations

Mailing Address: 940 44th Avenue NE, Unit 21307, Columbia Heights, MN 55421

TRANSFORMING LIVES THROUGH CHRIST'S LOVE.

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Purchasing

- Manage Amazon Account and other online and in store purchasing for program and office needs
- Research for purchasing for resident or office needs

Oversite of Property Maintenance

- General oversight of property maintenance and upkeep
- Supervise Property Maintenance coordinator who coordinates the day-to-day maintenance and repairs and maintenance volunteers
- Be the primary contact for the TDP facilities committee chair
- Manage the maintenance budget
- Research and recommend major appliance replacements and other related needs
- Act as primary contact for city housing authorities
- Ensure all properties are up to code for city licensing
- Ensure lines of communication are adequate and clear between maintenance staff, program staff and residents

Other Duties as assigned

EDUCATION & QUALIFICATIONS:

- Minimum of Associates degree and two years equivalent experience or Bachelors degree with 1 year equivalent experience
- CRM Database Administration experience preferred (Bloomerang)
- Proficient in Microsoft Office and SharePoint
- Detail oriented, accurate and efficient
- Ability to balance several priorities
- Excellent interpersonal communications skills
- Self-directed individual, organized, and focused on follow through
- Experience supporting IT systems preferred
- Ability to conduct warm and welcoming interfaces internally and externally
- A passion for serving families impacted by domestic violence

CLASSIFICATION: Full-time Non-Exempt, 40 hours per week

REPORTS TO: Executive Director

SALARY: \$23.00 - \$26.00 per hour

If interested, please send a cover letter, your faith story and your resume to officemanager@tdpmn.org

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