

GROVE CHRISTIAN OUTREACH CENTER

ORGANIZATIONAL MISSION

Grove Christian Outreach Center is a faith-based nonprofit organization whose mission is to serve the poor and disadvantaged in the Grove community of James City County. Our goal is to extend the Kingdom of God by providing practical, everyday needs to those who are struggling with poverty. We accomplish this by providing food, clothing, financial assistance, school supplies and Christmas gifts in the name of Jesus and by shining His light and love into the lives of those we serve.

JOB TITLE: Administrative Manager

SUPERVISOR: Pat McCormick – Executive Director

GENERAL JOB DESCRIPTION: This is a part-time position (20-25 hrs. /week). The position will have oversight and management of the administrative aspects of the organization including the front office, client database information, website, client financial requests and other administrative duties. Position will also support the Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES

1. Management/oversight of the Front Office including a working knowledge of client intake processes, training and scheduling of volunteers
2. Management of Client Database
3. Maintaining & updating GCOC's website
4. Evaluating & processing client financial assistance requests

OTHER DUTIES AND RESPONSIBILITIES

1. Posting & maintenance of GCOC's Facebook page
2. Mail: sorting and organizing incoming mail
3. Assisting Executive Director with GCOC's e-mail newsletter
4. Oversight of general office duties (mailings, ordering supplies, answering phones, etc.)
5. Back up for Front Desk client intake

QUALIFICATIONS FOR THE JOB

Education:

Minimum requirement is a high school diploma
Proficient in MS Access, MS Excel, MS Word and MS PowerPoint
Training & Experience in QuickBooks is desirable

Experience:

Database Development, Input & Management in MS Access
Supervisory experience with employees/volunteers
QuickBooks (Desirable)

KEY COMPETENCIES

Computer skills/knowledge/experience including MS Access, MS Excel, MS Word & MS PowerPoint
QuickBooks experience is desirable
Excellent people skills
Good written communication skills
Creativity
Multi-tasking
Ability to carry out GCOC's mission
Ability to work as part of a team

APPLICATION PROCESS

GCOC is accepting applications until the position is filled. Apply promptly if interested. Please complete the employment application and send via e-mail to office@groveoutreach.com

Grove Christian Outreach Center (GCOC) is a Christian ministry with a mission to minister to the physical and spiritual needs of the poor and disadvantaged in the Grove area of James City County by showing the love of Christ in meeting practical, every day needs. Staff and volunteers share a faith commitment to Jesus Christ and seek to share that faith with those we serve. GCOC will consider applicants who share this faith commitment and can help fulfill our mission.

2/8/18