



7610 Newcastle Drive
Annandale, VA 22003

703-941-1419
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Job Description

Title: Office Manager

Salary: \$18-\$20 per hour commensurate with education and experience

Shift: 10:00 am to 1:00 pm, Monday through Friday

Reports to: Chair of the Board of Directors

DESCRIPTION: The Office Director works independently to manage all administrative activities of the organization in coordination with volunteers and with the Shepherd's Center of Annandale Springfield (SCAS) Board of Directors.

RESPONSIBILITIES:

- Manage daily operations of the Shepherd's Center office to include answering phones, collecting mail, purchasing supplies, and maintaining files.
- Track receipts, expenditures, and donations, in conjunction with the Treasurer and prepare for deposit by the Treasurer
- Provide staff assistance for the Board and Directors and committees; attend monthly Board meetings. Take minutes for each meeting.
- Maintain membership and mailing lists.
- Seek funding for SCAS in the form of grants and donations.
- Oversee and train office volunteers.
- Recruit volunteers; schedule volunteers for the Shepherd's Center transportation and Handy Helper programs.
- Prepare and disseminate information about Shepherd's Center programs through newsletters, mass e-mails, notices in local publications, and flyers.
- Manage website and social media (Facebook) marketing
- Manage registration for Shepherd's Center programs
- Plan, coordinate, and attend events such as Lunch N' Life luncheons and special events.
- Responsible for transporting materials to events and functions.
- Represent SCAS at various volunteer fairs and civic group events
- Other duties as assigned by the Board of Directors

QUALIFICATIONS: Applicants must have experience with office administration. Must have pleasant personality with a professional attitude. Must be able to ensure SCAS provides professional and friendly service to our clients. The position requires computer skills with Microsoft Word, Excel, and email. Experience with Microsoft Publisher or like desktop publishing program helpful. Must have the ability to write reports, business correspondence, and procedures. Must be able to lift up to 25 pounds.