



Job Title:	Office Manager	Reports to:	Executive Director
Job Description			
Overview:			
<p>Matthew 25 is a vibrant, growing non-profit organization. Our mission is to <i>empower people to transform neighborhoods</i> and we envision a thriving, connected community where people are valued and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.</p> <p>The Office Manager provides office coordination and support to enhance the mission and vision of the organization.</p>			
Your Work:			
<ul style="list-style-type: none"> • Provides hospitality and information to visitors, volunteers, callers, and online inquiries • Enters all donor, staff and volunteer information into database. • Processes pledges, donations and income, prepares bank deposit • Processes thank you letters for donations and volunteers • Assists with development and communication tasks • Assists with event coordination. • Maintains records, board minutes • Sends out board notices and correspondence • Oversees phone, internet and automatic door systems • Coordinates with appropriate staff to ensure a welcoming environment and appearance of the building, with special emphasis on general office area, breakroom and co-working space • Oversees and maintains office space, copier, and office supplies. 			
Who you are:			
<ul style="list-style-type: none"> • You love people and quickly see the goodness and giftedness of all who walk through the door of Matthew 25. • You have excellent oral and written communication skills. • You enjoy details, systems and the freedom to make decisions both individually and within a team. • You appreciate technology and quickly pick-up how best to use databases, financial systems and are competent in Microsoft Office applications. • You thrive in a fast-paced environment and have the ability to multi-task and prioritize your work. • You ask questions when you are unsure of something. • You like working with people to plan events, noticing the special details that move an event from good to great. • You have deep faith that guides your work in an open and non-judgmental way. • You are able to oversee the work of vendors to make sure their work is carried out to high standards. 			
Skills/Qualifications:			
<ul style="list-style-type: none"> • Minimum of 2 years related education and/or experience in office administration and book keeping. 			
Salary/Benefits			
<ul style="list-style-type: none"> • 30 hours per week with potential for full-time • Competitive pay, flexible schedule • IRA matching program, paid time off 			