



Office Manager
Reports to the Executive Director

Primary Responsibilities

1. Organize and coordinate office operations and resources.
2. Manage the main office to ensure effective telephone and mail communication and distribution.
3. Develop and maintain filing systems and record management.
4. Assist in developing the office resources budget
5. Manage the office resources budget
6. Set up and facilitate tours of the campus.
7. Manage relationships with service providers and businesses ensuring all items/services are documented, invoiced and paid on time.
8. Assist in developing and maintaining promotional material, ministry information materials.
9. Assist in maintaining/updating blogs, websites and other social media sites.
10. Organize and distribute the NCM prayer letter, newsletters for supporting organizations and/or other mailings as required.
11. Prepare quarterly and annual reports in collaboration with ministry coordinators.
12. Collect and organize (for presentation) monthly outcome data from various ministry coordinators
13. Assist the Next Chapter Ministries staff, particularly the Executive Director, with administrative tasks as assigned.
14. Create and maintain volunteer manuals in collaboration with ministry coordinators (and the volunteer coordinator.)
15. Coordinate an annual volunteer recognition event(s) with ministry coordinators and/or the volunteer coordinator.
16. Assist the bookkeeper and treasurer as requested.
17. Proactively communicate with staff and supervisor.
18. Adhere to the policy that personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director.
19. Other duties as assigned.

Secondary Responsibilities

1. Participate in the Next Chapter Ministries community at large through interactions with the participants, volunteers, and staff throughout all sectors of the ministry.
2. Assist in seeking, writing and managing grants.

Core Values

1. Servant Leadership – Taking initiative to love God and serve people, valuing all of God’s children regardless of position. Romans 12; Matthew 22:36-40; Mark 10:42-45
2. Integrity - The quality of being honest, fair, and having strong Biblical, moral, and ethical principles. Matthew 5:37; Philippians 4:8; Titus 2:7
3. Competence – Possessing the required knowledge, skills, abilities and capacity to work with excellence. Matthew 25:14-30; Romans 12:2; 2 Corinthians 8:7
4. Commitment – Fully engaged in and dedicated to the mission and vision of NCM. Colossians 3:23; Romans 13; 2 Thessalonians 3: 6-13; 1 Corinthians 15:58; Galatians 6:9-10