

## United Campus Ministry at Westminster House

### Office Manager

15-20 hours a week during the school year, with reduced scheduling during summer months

Salary \$15 - \$18/hour depending on experience and qualifications

*This position supports the mission of United Campus Ministry in office and clerical support, accounting and payroll coordination, facilities oversight, publicity and event planning, and other duties as assigned.*

### Specific Duties and Responsibilities

- Serve as first point of in-person, telephone, or e-mail contact for visitors and callers to Westminster House; respond to or route inquiries as appropriate
- Monitor financial accounts; receive and pay bills; track and receive payments; balance account monthly; process credit card payments; prepare state and federal taxes; prepare monthly payroll; prepare monthly budget statements; prepare and distribute year-end tax forms; assist with preparation of annual budget
- Provide clerical support to campus minister including preparing documents, assisting with conference/travel arrangements, and other duties as assigned
- Update and maintain digital and hard copy files and records
- Create eye-catching posters and flyers to publicize Campus Ministry events; publicize events via local calendars and bulletin boards; maintain bulletin boards at community churches
- Maintain and update website and social media presence; manage e-mail lists
- Maintain, update and query donor and student database using MS Access; prepare donor acknowledgement letters
- Oversee room reservation process (maintain calendar, communicate with renters, track payments)
- Serve as recording secretary for monthly board meetings (prepare all materials for meetings, take minutes)
- Manage upstairs apartment (review tenant applications and move-in process, track and collect rent, communicate with tenants regarding maintenance needs)
- Monitor use and reservation of parking lot (manage parking lottery, track and collect payments, respond to unauthorized use of lot)
- Edit and format newsletters and solicitation letters to donor list; coordinate printing and mailing process

### Requirements

- Excellent computer skills including familiarity with MS Word/Excel/Powerpoint/Publisher/Access, Adobe Acrobat, and Quickbooks Pro
- Excellent organizational skills and attention to detail
- Ability to multitask and manage various responsibilities and roles
- Excellent communication and interpersonal skills
- Self-motivated, able to work independently

To apply, please send résumé and cover letter via e-mail to [osuwestm@gmail.com](mailto:osuwestm@gmail.com).