

Job Description

POSITION TITLE: Office Manager/Event Planner	REPORTS TO: Rob Genin, Executive Director	
EMPLOYEE NAME:	EMPLOYEE SIGNATURE	DATE:
DEPARTMENT: Young Business Leaders	APPROVALS (Initials) BY: DATE:	BY: DATE:

I. POSITION SUMMARY

Describe the primary reason this position exists.

- Provides the “hub” of support for executive responsibilities, YBL Executive Director, the Women’s Business Leaders (WBL) Director, and other staff coordinators as needed.
- Responsible for organizing and scheduling personal workloads in such a way that maximum office efficiency is achieved for each ministry.
- Independent worker, able to make wise decisions and implement them accordingly.
- Serves as primary event planner for 10-20 major events a year, plus smaller meetings.
- Maintains a master calendar and creates and follows planning flowchart for each upcoming project and event.
- Tracks attendance and maintains statistics for all events.
- Manages follow-up reports for all events and data entry via Shelby and Excel.
- Assists directors with implementation of fundraising events.
- Coordinates website management and email campaigns.
- Manages calendars and invitations for Directors, Boards and Small Group Leaders.
- Prepares for weekly staff meeting with agenda to advise of upcoming event deadlines.
- Maintains YBL databases through Shelby and Mailchimp.
- Evaluates office policy and procedures and makes recommendations to improve efficiency and communication.
- Reviews inventories and coordinates purchase of all materials needed for office and ministry efforts.
- Responsible for donor communication and thank-you gifts alongside the financial administrator.
- Assists with tracking financial records for audit purposes as needed.
- Proofs and sends email and/or letters to supporters, discipleship leaders, and board members as well as drafts and sends general correspondence to members and the community.
- Primary office expert on equipment such as printers, phone systems, folding machine, etc.

II. POSITION REQUIREMENTS

KNOWLEDGE: *List the areas of special knowledge needed in the position. Indicate how they are used in this position.*

- A. College degree desired but not required.
- B. Experience in event planning/coordination.
- C. As the first contact for YBL Ministries, has ability to connect well with all types of people.
- D. A general working knowledge of Scripture (names, places, doctrine, etc.)
- E. Basic understanding of support raising and handling finances is helpful.

SKILLS: *List the various skills needed in the position. As appropriate, include technical, administrative and clerical skills, analytical/thinking skills, written and oral communication skills, managerial and interpersonal skills.*

- A. Systematic thinking and project planning abilities in order to organize and execute the details of 10-20 significant events every year, plus dozens of small meetings.
- B. Excellent communication skills.
- C. Ability to handle a variety of tasks without being easily overwhelmed.
- D. Ability to steward ministry resources frugally through thoughtful consideration of vendors.
- E. Proficiency in Microsoft operating systems: focusing upon Word, Publisher, and Excel.
- F. Experience with or ability to learn web design and development, such as WordPress website builder.
- G. Receive and effectively carry out oral and written communications.
- H. Familiarity with general office procedures and equipment.
- I. Proficiency in office routine with an attention to detail.
- J. Although not required, a ministry mindset provides a clearer objective of the YBL ministries along with the added advantage of opportunities for sharing the Gospel, Bible studies, and discipleship.
- K. Familiarity with Canva is helpful for graphic design and development.

POSITION TITLE: Administrative Assistant	EMPLOYEE:
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III. POSITION RESPONSIBILITIES

List the position's major responsibilities in their order of importance (1, 2, 3, etc.). Indicate the approximate percentage of the total work time spent.

MAJOR RESPONSIBILITIES	% OF TIME
1. Assist with event planning and execution for all ministry initiatives: banquets, fundraising, and other events	30
2. Responsible for all administrative correspondence (writing, editing, proofing documents, maintaining emails, etc.)	25
3. Miscellaneous phone calls, weekly communications, i.e. blogs, Pray4YBL, and monthly newsletters	15
4. Assist with end of year gifts, support maintenance, quarterly supplies inventories	10
5. Promote ministry through the website, Mailchimp, social media	10
6. Working with Briarwood Personnel	5
7. Assistance with financial recording, support tracking	5