



Open Arms Village (OAV) is hiring a new Office Administrator. OAV is a faith - based not for profit organization providing free transitional housing, counseling, and case management for homeless men and women. Clients are carefully screened, must remain clean and sober, and must work. The ministry for men is 27 beds located within St. Mark's United Methodist Church on NE 8th Avenue. Open Arms is starting a 14 bed ministry for women at Compassion UMC at SE 17th Street and Lake Weir Avenue. The new Office Administrator will report to the Executive Director. The position will be located at Compassion UMC when the new women's ministry is under way.

Key Responsibilities

Financial Management: Internal financial controls, issuing checks, managing expenses to a budget, setting an annual budget, grant accounting, and monthly financial statements. OAV contracts with a bookkeeper who handles payroll and monthly financial statements. A CPA prepares the annual tax return. We could bring this in house if the candidate is qualified.

Incoming calls: OAV receives a high volume of general inquiries. The office administrator would answer general questions and refer client – specific matters to the Executive Director or Women's Director.

Donor Contact: Work with the Executive Director to develop and execute a donor contact strategy. Maintain a donor database.

Publicity: Maintain the website. Post regularly to the site. Prepare a monthly newsletter.

Community Partnerships: Work with the Executive Director and Women's Director to collaborate with other groups who are serving the homeless. Partner with St. Mark's UMC, Compassion UMC, and other area churches. Ensure staff and board members meet regularly with Beacon Point, the Marion County Hospital District, and organizations who refer potential residents.

Program: Help source food for the men and manage donated items.

Compliance: Maintain registration to solicit funds, comply with 501(C)3 requirements, comply with HPPA requirements, and possibly maintain compliance as a level 4 treatment center.

Administrative: Enter information about clients and applicants into the homeless management database (Wellsky). This includes adding and discharging clients as well as running reports. Training is available for the system. Schedule board meetings, prepare board packages, and keep minutes from the board meetings. Provide administrative support for Jackets and Jeans and Give4Marion. Coordinate volunteer teams. Assist with initial client screening and request background checks.

Job Requirements

3 years of experience in an office environment.

1 year of grant administration experience.

Proficiency in Microsoft Word, Excel, and Powerpoint.

Preferred Qualifications

Experience in a not - for - profit organization.

Fund raising experience.

Experience maintaining social media and a website.

1 year of financial experience.

Bachelor's degree.