



Offender / Victim Ministries, Inc.

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Newton, KS 67114
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Job Description: Office Manager

Position Summary

Under supervision of the Executive Director, provide administrative and office support to all departments. Special focus is given to office communications, data processing, record keeping, clerical work, and managing income. Some event coordination is also involved. This position requires a high level of flexibility and tolerance for changing priorities as they occur.

Responsibilities

- *Data Processing & Record Keeping:* The office manager is responsible for updating records in the computer system, assisting with file maintenance, and recording board minutes. This involves organizing written records, as well as information shared verbally, and accurately entering or filing it into electronic and hard-copy systems.
- *Communications:* The office manager is responsible for communicating with clients, constituents, volunteers, outside vendors, board members and other staff on behalf of OVM. This individual greets office visitors, answers the phone, takes messages, sets up meetings or appointments, and places reminder calls to clients with upcoming appointments.
- *Clerical:* The office manager will assist department directors by carrying out basic clerical tasks such as coordinating bulk mailings, maintaining and updating mailing lists, typing correspondence, sending out emails, making copies and sorting mail. This individual is also in charge of the office equipment and supplies, including keeping inventory of office supplies and ensuring that office machines are kept in working order.
- *Financial:* The office manager manages the daily flow of OVM income, which includes making bank deposits, receiving client payments, creating donor receipts, and caring for special accounts/moneys.
- *Event and Meeting Coordination:* The office manager will assist the Executive Director with some event and meeting coordination, including scheduling event coverage, gathering supplies, managing guest RSVPs, contacting hosts and suppliers, assisting with set-up, and providing guest services at events. Events include Chili Cook-Off, M-2 Christmas dinners, Prison Arts performances, Annual Meeting, and regular board meetings.

Work Status: Part time (15-20 hours/week)

Compensation: Commensurate with experience

Qualifications

- Strong organizational abilities and careful attention to detail
- Demonstrated ability to easily navigate various software with minimal support
- Effective verbal and written communication skills
- Strong interpersonal skills
- High level of professionalism and ability to maintain strict confidentiality
- Commitment to restorative justice