



The mission of Children and Family Urban Movement is to create a community to support the potential of children, youth, and families through educational success, healthy living, and community engagement.

Job Title: Office Administrator

Classification: Non-Exempt

Reports to: Executive Director

Date: January 30, 2023

Primary Purpose and Function:

The Office Administrator represents CFUM courteously and professionally to assist CFUM external constituents, and to work in collaboration with other CFUM staff and the families served by CFUM. The Office Administrator provides operational and administrative support for CFUM.

Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supports the Executive Director, and all programs and functions of CFUM including Development, Communications, Educational Programming and Success, Healthy Living and Volunteer Services and Community Outreach activities by performing general correspondence, event planning, mass mailings, data entry, creating charts, presentations, and reports and providing other support as needed.
- Financial responsibilities include processing accounts payable data and working with CFUM's CPA firm in preparing checks for signature, maintaining the donation records, and preparing donation deposits. Reconciles credit card and program purchases with accounts payable as needed. Other financial tasks include coordinating with CFUM's CPA firm as requested, inputting payroll data, and processing employee benefits, insurance, and worker compensation information.
- Maintains appropriate levels of office and general supplies for CFUM, as well as the site janitorial supplies for the cleaning vendor. Manages the ordering and restocking process.
- Issues, inventories, and controls keys, bank cards, credit cards, and computer equipment, and is the focal point for equipment repairs and I.T. requests.
- Coordinates with outside resources including vendors, donors, and volunteers, as required to complete assigned tasks. Serves as primary contact with the property owner including issuing work orders, maintaining communication, and facilitating conversations.
- Serves as the internal point of contact for CFUM policies, procedures, guidelines.
- Serves as point of contact for Human Resources including on-boarding, processing new employees, assisting with questions regarding benefits, PTO, working with CFUM's PEO and HR service, and off-boarding staff.
- Assists with special projects, programs, and events as assigned.
- Other duties as assigned.

Supervisory Responsibility:

None

Position Type and Expected Hours of Work:

This is a full-time position, and general days and hours of work are Monday through Friday, from 8:30am to 5pm. Occasional evening and weekend work may be required as job duties demand.

Travel:

This position does not require travel.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. This position is performed in the office environment, however at times can require standing, walking, bending, kneeling, stooping, and crouching. The employee may be required to lift and/or move items up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Education and Experience:

Required:

- High school diploma or equivalent
- Strong interpersonal, written, and verbal communication skills
- Proficiency in computer skills including e-mail and Microsoft Office programs
- Strong organizational skills
- Relationship building skills

Preferred:

- Associates degree in business related field
- 3+ years administrative support experience
- Experience with contact management systems
- Basic understanding of payroll processes and bookkeeping procedures
- Knowledge of community resources and contacts

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional Information & Applications:

Pay range: \$19.50-\$25.50

To apply, please submit an application and resume; a cover letter is appreciated but optional. Send to: Kim@KeyElementsConsulting.com.