



Abuse Recovery Ministry & Services

Office Administrator Job Description & Qualifications

The Office Administrator is responsible to oversee day to day office administration, coordination of volunteers for various events and office needs, to provide support to victims, manage the donor data base, as well as various miscellaneous tasks.

Duties and Responsibilities:

It is the principal duty of all ARMS employees to support the accomplishment of the organization's mission and vision, and provide caring support in all interactions with staff and clients.

- Answer phones, including support to victims in need/crisis
- Coordinate and supervise volunteers
- Monitor the integrity and consistency of all client files.
- Oversee inventory and ordering of supplies
- Enter and oversee database
- Help with marketing: newsletters, emails...
- Provide support administration for fundraising and community outreach events
- Promote positive relationship with the public
 - i. Ensure open communications and good relationships with all referring agencies
 - ii. Attend to client questions/complaints
 - iii. Answer informational questions from the community.
- Run small errands on occasion
- May include:
 - i. Help with oversight of interns
 - ii. Light housekeeping
 - iii. Various miscellaneous tasks as needed

Experience:

- Possesses excellent communication skills, both verbal and written
- Demonstrates the ability to work independently and function as a core team member.
- Detail oriented
- Able to handle simultaneous tasks and meet deadlines
- Proficient with computer software programs
- Able to maintain confidentiality of clients and donor information
- Training in domestic violence preferred; a heart to help those who have experienced trauma and/or experience in ministry to others required
- Bachelors Degree in social services or counseling preferred
- Must support the Christian principles that guide our organization

This position is full-time work, paid vacation and overtime, health benefit support. May require minimal overnight travel.

Please send resume to stacey@armsonline.org www.armsonline.org