

BROTHERHOOD OF ST. ANDREW NATIONAL OFFICE
Louisville, Kentucky
BrothersAndrew.net

JOB DESCRIPTION FOR OFFICE MANAGER

One of the oldest lay ministries in the Episcopal/Anglican Communion seeks an experienced Office Manager to aid in the administration of the national office.

The Office Manager will be responsible for the following:

- Research questions and issues inquired by Brotherhood members, from our in-house records, computer records or by contacting our current and former national leadership.
- Compile various types of information packets to send to field leadership, membership and inquirers interested in obtaining Brotherhood literature.
- Assist in maintaining the Brotherhood Website (WordPress experience required)
- Principal source to maintain the Brotherhood Database Neon (CRM experience required)—update and add chapter and membership files, add donations, send reports
- Aid in management of Google Suite – add files to Google drive, manage groups, add meetings to the Google calendar, manage the admin account to add new emails/update passwords.
- Aid in management of Zoom Account – create meetings and email Zoom links.
- Primary party for management of PayPal account – create reports, add donations to Neon
- Prepare and mail bulk mailings several times a year.
- Process supply orders received from website or via phone/email.
- Sent biweekly e-News and monthly newsletter via Constant Contact.
- Prepare bank deposits for review by the Executive Director and/or make bank deposits when Executive Director is not available.
- Prepare checks for any approved disbursements, review with the Executive Director any recurring debits to the Operating Account, debit and credit cards.
- Create certificates in Canva.
- Assist with yearly National Council meetings and Triennial Convention – help with hotel reservations, meal planning, assemble required documentation for meetings as needed.
- Answer phone, respond to emails, and respond to voice mail and U.S. mail correspondence.
- Superior phone and written communication customer service skills a must.

Minimum Qualifications:

- Must have a high school diploma or higher.
- Must have previous experience working as an administrative assistant/executive assistant.
- Expertise in Microsoft Office, Google Suite, website management (WordPress strongly preferred)
- Experience with CRM databases.
- Ability to work independently in completing special projects as required.
- May be required to adjust hours for special events and training.

Other:

This will be a full-time, in-office, occasionally remote, position downtown. Flex-time options. Opportunity for benefits. Free parking at the building itself.

Application deadline: Email resume to: admin@brothersandrew.net