



Office Manager

Position Summary

The Office Manager role is to ensure the efficient operation of Shiloh's Office, human resources, financial, legal, marketing and technology systems. This includes providing the Executive Director (ED) with tools and infrastructure solutions to accomplish the overall vision and mission of the ministry.

The Office Manager will consult regularly with the ED to assess what operational and communications needs exist for the ministry, as well as recommend solutions. The Office Manager will be responsible for implementing these solutions within their responsibility areas and budget.

The Office Manger reports to the Executive Director.

Responsibilities

Administration

- Lead all aspects of day-to-day office management including IT, scheduling, daily administration, correspondence, reporting, financials, bookkeeping, payroll and records
- Supervise part-time office staff and team lead for communication to other full-time staff
- Coordinate and implement new and/or revised office management initiatives developed with the ED
- Coordinate inspection schedules for all facilities (fire/health department inspections, repairs, city permits, etc.) and associated equipment
- Manage communications and operations within budget
- ASCEND Leadership: Provide administration for the program, including, assisting with communication, staffing, event planning, recruitment, bookkeeping, and registration
- Oversee existing website to ensure that necessary updates are made and website is current, easy to use and effectively communicates needed information for stakeholders and inquiring site guest
- Conduct satisfaction surveys for campers, parents and ministry partners
- Property Gate management codes and entry permission in conjunction with ED
- Manage and coordinate phone systems, printers, computers, products, and office supplies
- Operations Manual: In conjunction with ED develop organizational Operations manual consistent with Statement of Belief, Summer playbook, Atmosphere Statement, Organizational Policy Work and implement all functional (e.g., safety, liability, administrative, etc.) policies and procedures including those for staff training, camper registration, ropes course, etc. and keep updated related manuals

Finance

- Purchasing: Acquire through purchase or donation the equipment and supplies in order to meet operational requirements of camp, including the camper meals for summer camping season, pre-camp orders, water bottles, bibles, T-shirts, trinket gift, summer signage, snacks, drinks, activity supplies, sporting equipment, port-a-potty service, trash bin service, etc.
- Petty Cash: Management and record keeping for petty cash and debit cards
- Bill pay: Pay bills in accordance to timely pay schedules
- Bookkeeping: Communicate with bookkeeper and insure that necessary reports are available for board meetings and Executive Director needs

Human Resources

- Primary source for all staff communication
- Process payroll
- Manage staff calendar, including vacation requests and part-time scheduling
- Staff Processing: Post job openings, manage applications, provide needed paperwork, interview, contact references, etc.

Marketing and Events

- Create and ensure a consistent and cohesive communication of the Shiloh “brand” throughout all publications and communications across the ministry
- Work closely with the ED and with assistance from the Connections Coordinator to develop PR/Marketing to effectively communicate Ministry offerings and function, and updated printed materials as needed (Overall Ministry Brochure, Ascend Brochure, Ropes Brochure, Camp and Staff applications, and special event publications)
- Implement PR and Marketing initiatives within the scope of provided budgets and expected timelines (May be delegated to office assistant or Connections Coordinator)
- Coordinate the logistics and information intake/output for Shiloh events and fundraisers in conjunction with Connections Coordinator
- Responsible for coordinating all printed materials (Brochures, Applications, Flyers, etc.)

Professional Attributes

- Excellent computer skills including Microsoft Office, Excel, PowerPoint, and Publisher
- Excellent skills in QuickBooks
- Passion for urban ministry
- Action oriented problem solver and self-starter
- Strong people skills and communication skills
- Organized and detail oriented
- Willing attitude in working with the rigors of the camping environment
- Professional demeanor
- Multi-tasking ability
- Event planning experience desired
- Human Resource experience desired
- Grant Writing Experience desired
- Available to work beyond the regular work day for retreats or special events as needed
- Open to working indoors and outdoors in a camping environment
- Available for extended work hours during the summer camping season

Spiritual Responsibilities

- Mature Christian believer with strong biblical knowledge and in agreement with Shiloh Camp's statement of faith
- Studies and applies God's word to daily living and seeks God's will for direction
- Actively involved in local church and pursuing spiritual growth
- Pursue integrity, serving, teamwork and excellence - privately and publicly.
- Willing to share personal testimony and faith
- Able to lead in the discipleship and spiritual encouragement of volunteer and summer staff

Visit www.shilohcamp.org and www.shilohadventurecourse.org for more information about Shiloh Camp.

Application Process: Email cover letter and resume

Contact Person: Stephan Moore

Phone: (405) 858-7011

E-mail: info@shilohcamp.org

Website: shilohcamp.org

“Transforming our inner-city with the love of Christ through sports, arts, and meaningful relationships.”