

## **JOB DESCRIPTION**

### **Job Title: Administrative Director**

**Reports to:** Executive Director

**Hours:** 20-25 hours weekly, flexible, between 8:30am and 5:00pm

### **Position Qualifications:**

- Embraces mission and vision of Escape Ministries
- Experience and ability to develop relationships and be a positive role model for young people
- Education and experience in personnel management and supervision.
- Organizational skills in office and fiscal management.
- Familiar with community structure and resources.
- Ability to supervise all employees and maintain a positive work culture.
- Competent in Office software – especially WORD and EXCEL
- Competent in Bookkeeping software – preferably QUICKBOOKS
- Ability to work independently and to problem solve.
- Commitment to respect confidential information of program and clients
- Pass background check

### **Position Responsibilities:**

#### Business

- Communicate with the public using personal contact, phone contact, written word, social media, and newsletter.
- Maintain complete files on all employees and volunteers.
- Monitor and implement policy and procedures for staff and volunteer
- Review all Policies and Procedures on a regularly to ensure that they reflect best practices for the ministry
- Volunteer coordinator
- Maintain ministry fleet

#### Fiscal

- Serve as the primary liaison with the outside accounting firm.
- Monitor and record all expenses following acceptable accounting procedures, basic bookkeeping.
- Monitor staff schedules and time keeping to insure accurate payroll.
- Monitor all donations and insure that thank-you letters are sent promptly.
- Bank all donations
- Prepare checks for all payments due.

- Prepare current and accurate financial summaries for each Board meeting.
- Participate in development and implementation of annual budget
- Research available grants and write grants
- Analyze success rate of grant applications

Job Type: Part-time

Pay: \$20.00 per hour