



Mary's Mantle Job Opening

Position Title: Office Manager

Status: Part-Time (Hourly)

Shift: 16-20 Hours per week, days flexible

About Mary's Mantle

Mary's Mantle is a residential program rooted in the Catholic faith. The home is designed to accommodate four expectant mothers at a time who are at least eighteen years old, regardless of their religious affiliation. Mary's Mantle is a safe haven where expectant mothers can fully realize their potential as daughters of a loving God.

Position Summary:

The Office Manager will oversee the clerical needs of the ministry, with a strong emphasis on volunteers; by maintaining a strong, vibrant, and attractive volunteer program.

Essential Job Functions:

Clerical:

- Maintain petty cash log and receipts and follow all accounting procedures regarding petty cash.
- Check PO Box on weekly basis and sort mail.
- Prepare weekly deposit in accordance with accounting procedures.
- Maintain donor database
- Input donations
- Send out acknowledgement letters/e-mails

Home:

- Maintain vehicle maintenance logs and schedule routine maintenance with support of program staff.
- Maintain house maintenance logs and scheduled routine maintenance with support of program staff.

Volunteers:

- Create a strategy to attract and retain volunteers.
- Work to develop relationships with churches, groups, and other ministries to recruit and maintain new volunteers to help support various aspects of the Mary's Mantle ministry.
- Send out monthly volunteer updates and needs to volunteer contact list to develop and maintain on-going relationships with all volunteers.
- Assist in planning yearly volunteer appreciation event.
- Maintain the volunteer data base and paperwork, including tracking volunteer hours.
- Manage the Mary's Mantle volunteer e-mail and respond to inquiries accordingly.
- Assist in volunteer training.

Other:

- Attend regularly scheduled staff meetings
- Special projects assigned by Executive Director, as needed.
- Other duties as required

Physical Requirements: Normal business environment; ability to operate keyboard; ability to communicate verbally and in writing.

Education, skills and experience:

- Experience in volunteer recruitment and retention for a non-profit preferred.
- Great communication skills (oral and written) and organizational skills.
- Comfortable presenting to small groups, churches, and other ministries about the work and volunteer needs of the ministry.
- Computer skills, including e-mail, Excel, Word.
- Experience with donor database management, preferred.

Interested applicants should send cover letter and resume to Katie Montes at katie.montes@marysmantle.net.