

Job Posting—Open Arms Village
Office Administrator

General Summary

Open Arms Village (OAV) <https://openarmsvillageocala.org/> is a not-for-profit transitional housing ministry that has been active for 10 years. The mission is to combat homelessness by providing housing to men in need and supportive services to equip them to become independent, productive members of our community. More than 500 men have graduated from the program employed, clean and sober, and able to afford housing. OAV is expanding to serve 12 women at a site presently being renovated. Operations are funded by churches, private donations, and grants.

Current staff includes a part-time Executive Director and a full-time licensed mental health and substance abuse counselor. OAV provides case management, free housing, free meals, budgeting assistance, job placement assistance, and counseling. Residents are required to remain sober, to work, and to attend 12 step meetings.

The Office Administrator will report to the Executive Director. The position is full-time non-exempt. OAV provides health insurance. The Administrator will work onsite at St. Marks UMC (1839 NE 8th Road) and Compassion UMC (SE 17th Street and Lake Weir Avenue). In the near term, the Office Administrator will assist the Executive Director in efforts to open the new women's campus.

Principal Duties and Responsibilities

Financial Management: OAV contracts with a bookkeeper who handles payroll and monthly financial statements. A third party also prepares the annual tax return. The Office Administrator will not be a signer on any accounts. The Office Administrator will oversee internal financial controls, issue checks with supporting information, manage expenses to a budget, prepare the budget based upon direction from the Executive Director, coordinate periodic financial audits by board members or designated volunteers, account for grants, and ensure the bookkeeper provides timely monthly financial statements.

Incoming calls: OAV receives a high volume of general inquiries. The office administrator would answer general questions and refer client – specific matters to the Executive Director or Mental Health and Substance Abuse Counselor.

Donor Contact: Maintain a donor database. Track donor contacts.

Publicity: Maintain the website. Post regularly to the site. Prepare a monthly or quarterly newsletter. Post content to social media.

Community Partnerships: Monitor interaction between staff and board members with other groups who are serving the homeless. Provide updates to the Executive Director

Program: Accept donated items and provide receipts for the items. Track in kind contributions.

Compliance: Maintain registration to solicit funds, comply with 501(C)3 requirements, and comply with HPPA requirements. Prepare reporting on grants received to ensure OAV complies with the terms of the grants.

Administrative: Coordinate with the house manager(s) in daily matters. Enter information about clients and applicants into the homeless management database (Wellsky). This includes adding and discharging clients as well as running reports. Training is available for the system. Schedule board meetings, prepare board packages, and keep minutes from the board meetings. Provide administrative support for Jackets and Jeans, the Donor Appreciation Brunch, Give4Marion, and other fundraising events. Coordinate volunteer teams. Request background checks. Other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities Required

3 years of experience in an office environment.

Financial acumen.

Proficiency in Microsoft Word, Excel, and PowerPoint.

Helpful Experience

1 year of grant administration experience.

Volunteering or working in a not - for - profit organization.

QuickBooks Online.

Fund raising.

Grant Management.

Maintaining social media and a website.

Volunteering or working with a church, homeless ministry, or organization supporting substance abuse recovery.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands or fingers to, handle or feel objects, tools or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to focus.

How to Apply

Candidates should email a message and resume to mark.imes@renasant.com and oavdirector@yahoo.com. Please title the email "OAV Office Administrator".