



Position: Office Manager

Position: Permanent Part-time

FSLA: Non-Exempt

Responsible to: Executive Director

Mission Statement: *“Koinonia is where God transforms and prepares people in an outdoor environment to love and serve one another.”*

**Purpose:**

The Office Manager is called to enact the mission and vision of Koinonia under the leadership of its executive director, Dr. Kathleen Kristin Ruen. The Office Manager is responsible for the orderly flow of office and staff communication, record keeping, health and safety protocol, and general office tasks. The Office Manager is the key contact for those on-site visitors seeking to use our facilities and services. Hospitality is the essential component in making and keeping good relationships with all constituents and welcoming them to camp.

**Responsibilities:**

- Manage day-to-day communication including answering phones, replying to messages, reviewing and sorting mail and emails, preparing bulk mailings, and forwarding information to the appropriate staff member.
- File, edit, and organize documents as needed.
- Develop organizational systems to best meet the needs of the office.
- Coordinate with the Food Service Manager and Associate Director on guests needs including food.
- Make sure office equipment is functioning properly and order supplies as needed.
- Manage the Icthus, including honor stones, memorials, and stone inscribing.
- Picks up mail and scans and sends to deployed bookkeeper and Development Director.
- Prepares deposit from checks/cash received.
- Calendar maintained on white board in office.
- Maintains a pleasant office environment.
- Ensures a high level of organizational effectiveness.
- Assist with “on-boarding” process for new hires.
  - Ensures that all employment documents are filled out and completed including: W-4, criminal background check form, I-9 form, and employment eligibility verification.
  - Ensure that personnel files are kept in a secure, locked file cabinet.

- Ensure that the letter of call and employment agreement are included in the personnel file.
- Other duties as assigned by the Executive Director.

**Salary**

- 20-24 hours a week at \$20.00 an hour
- Free tuition for Nature Camp for children

**Evaluation/Performance Review**

Performance Review conducted last week of January.  
New employment agreement in effect March 1

**Termination of Agreement**

This contract is at will, per NY State Law. Both parties can terminate the agreement at any time, but if possible, will give one month's notice in order to facilitate a healthy transition.

Signatures

Dr. Kathleen Kristin Ruen, Executive Director

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_