



Job Title

Office Administrator

Hours	Regular Part Time (approx. 15-20 hours/week) More hours may be required based on events that are scheduled such as fundraisers or special mailings as examples.
Wage	\$12 per hour
Location	The Wabash Valley Youth for Christ Office
Reporting Relationship	Executive Director

Position Summary	Oversees day to day function of and maintains the office. Orders supplies as needed. Maintains calendar for the chapter. Works with internal and external to YFC software including but not limited to Microsoft tools, financial tools, and community engagement tools. Works with and supports functions of the Clay and Vigo County Directors and Executive Director of the organization to fulfill the mission of YFC in the Wabash Valley.
Essential Functions	<p>Weekly duties include but are not limited to: payroll, collecting mail and processing bills and incoming donations, enter auto draft (EFT and Square) deposits in Quick Books bi-monthly, monitor email, Social Media, phone/voicemail correspondence.</p> <p>Monthly duties include but are not limited to: reconcile credit cards and bank statement, create board of directors' financial reports from Quick Book monthly, pay and federal monthly taxes on line, pay fees to YFC National office, file quarterly 941 tax statement, learn and utilize engagement tools such as Network for Good, update office portion of YFC Impact report (online), proof read and send out monthly newsletter. Prepares monthly board of directors meeting packets.</p> <p>Annual duties include but are not limited to: Annual National Day of Prayer Breakfast (May), Annual Fundraising Banquet (Fall).</p>



<p>Spiritual Responsibilities</p>	<p>Because the overriding religious purpose and mission of Wabash Valley Youth for Christ is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be supportive to that end.</p> <p>Wabash Valley YFC expects all employees to:</p> <ul style="list-style-type: none"> • Seek God’s guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives. • Participate in times of prayer, devotion and worship as a regular aspect of your role within YFC. • Model empathy, humility and care for all people. <p>Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA.</p>
<p>Fundraising Responsibilities</p>	<p>All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of Wabash Valley YFC. These activities will include—but are not limited to— extending invitations to fund raising events, recruiting personal circle of influence/YFC donor contacts, sending letters, handwritten notes, personal calls, and personally ministering to donor contacts.</p>
<p>Knowledge & Skills</p>	<p>Some knowledge of Quick Books. Ability to work with Excel, Word, Publisher, Social Media. Willingness to learn new platforms.</p>
<p>Credentials Required & Preferred Education</p>	
<p>Physical Requirements</p>	
<p>Travel Requirements</p>	<p>(Percentage of travel time expected for the position, where the travel occurs, such as locally or in specific countries or states, and whether the travel is overnight.)</p>
<p>Budget Responsibilities</p>	<p>Yes No If yes, which budgets?</p>



Wabash Valley YFC is classified as an Association of Churches and as such our hiring practices reflect that designation. As a religious nonprofit organization, Wabash Valley Youth For Christ incorporates within each leader role, the requirement to model, teach, share and live the faith. The relationship between YFC's mission and each of its leaders is its lifeblood and as such does

at all times and in all instances reserve the right to make employment decisions based upon a person's religious beliefs, personal character and lifestyle consistent with our understanding of the Bible or with our overall goals and requirements for Christian ministry.

We seek to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for growth, development, promotion, training and compensation.

We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the chapter.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.