

Title

Administrative Manager

Status

Full Time Position

Pay

All full time staff fundraise for their salary, similar to many campus ministries or mission organizations. SROM provides tools to help with this process, and require minimum benchmarks for its full time employees.

Goal

To support the Executive Director by managing important administrative details for the organization and support the SROM team in the administrative details of project-based work.

Summary

The Administrative Manager will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The applicant should also have excellent time management skills and be able to prioritize tasks, work on multiple, concurrent projects, and see them to completion with excellence. This position will work with and support the Executive Director by helping to manage the ongoing administrative responsibilities and details of SROM. The Administrative Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

SROM Values

The applicant must believe in the centrality, supremacy, and lordship of Jesus Christ, and must desire to live as a disciple of Jesus Christ. He or she is expected to strive to grow in intimacy with Jesus, keeping Christ as the center and circumference of their life. He or she is expected to live in the light with Christian believers in the context of community, and strive to demonstrate the character of Jesus and the fruit of the spirit in daily Christian living. He or she must competently integrate faith and prayer into their job description and be committed to living for the glory of God as a lifestyle. The applicant must read and agree to SROM's mission statement and articles of faith which can be found on the web site.

Qualifications

- Bachelor's degree or higher
- Good oral communication skills
- Excellent writing and editing skills
- High level of professionalism
- Excellent organizational skills and attention to detail
- Administrative writing and reporting skills
- Proficiency in Microsoft Office
- Computer Skills: Writing emails, transcribing notes, faxing, scanning, copying, and creating documents/spreadsheets
- Ability to research and gather resources for projects or tasks
- Committed to SROM's values and the development of SROM as a premiere wilderness ministry
- Can analyze information and problem-solve well
- Works well independently and with a team
- Self-motivated; Can complete tasks with minor supervision

Preferred Qualifications

- Experience achieving or maintaining national academic accreditation for an organization
- Professional administrative experience

Responsibilities

Reports to: SROM Executive Director

- Managing the day-to-day administrative details of the office
- Planning and scheduling meetings, appointments, events, etc.
- Managing calendars
- Managing projects
- Conducting research
- Preparing and editing correspondence, reports, and presentations
- Fielding, screening, and returning calls
- Copy writing as needed for various materials
- Organizing and maintaining files and records