



United Ministries Open Position Description.

Posted 2/5/2018 CLOSSES 2/19/2018

SUBMIT COVER LETTER AND RESUME to: director@united-ministries.com

Position Title: Administrator of Operations

Reports to: Executive Director

Part-time. *Less than 30 hours per week with some holidays and PTO*

Hours and Compensation: \$16 per hour. Generally 8:30 -2 M-F with some flexibility depending upon duties

General Description: The purpose of this position is to ensure consistent, daily operational supervision to the volunteer staff, administering their duties where needed and coordinating them *so that our mission may be fulfilled and so that the Executive Director position can be further expanded beyond daily operations.* This position will also support the ED in that expansion through administrative support of the ED's activities.

Essential Functions: Direct supervision of the agency's volunteer outreach/social work including oversight in referrals and decision-making if requested

Administrative Support to the Executive Director

Including but not limited to:

- ensuring daily paperwork, file work and grant work is completed by volunteers and/or staff members
- volunteers equipped and coordinated for their roles
- records reconciled
- weekly and monthly reports made as requested
- workflows organized as needed with ED approval
- book-keeping support when appropriate
- crisis intervention, prayer and encouragement
- implementation of organizational policies, ethics, and philosophies
- filling in for volunteers
- representing United Ministries in the community

Required Education: Bachelor's in Human Services, Social Work Business Administration, Public Administration or related field

Some Masters Work Preferred

Required Skills and Experience:

- demonstrated effective social work employment with references
- ability to assess and facilitate the many roles and workstyles of volunteers and how they work together best



- demonstrated computer and internet resources fluency
- demonstrated record keeping
- excellent written and oral communication skills
- excellent public relations skills
- excellent/demonstrated conflict management skills
- ability to team-lead under challenging circumstances
- faith and compassion articulated
- solid boundaries
- respect for people of different backgrounds, socio-economic levels, lifestyles, cultures and beliefs
- commitment
- demonstrated understanding of the value of chain-of-command with appropriate confidence to speak-up to gain needed support

Physical Demands:

The physical demands described here 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 regularly required to walk, sit and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, talk and hear.
- The employee may be required to lift up to 25 pounds.
- The vision requirements include close, distance, peripheral and depth perception.

Drug Free Workplace and Equal Opportunity Employer

Mission

United Ministries primarily serves families with dependent children in financial crisis who are at risk of homelessness by providing financial assistance and engaging in community partnerships to promote stability. We do so in such a way as to offer hope, encouragement and spiritual support, operating as an agent of grace in the world.

Vision:

The vision of United Ministries is to see the greater Pensacola area as a thriving, sustainable, and safe community

- where residents are treated with respect and work together for the common good;
- where churches unite in purpose to demonstrate the compassion of Christ;
- and where the United Ministries' volunteers and staff act on behalf of local families with financial and spiritual needs in order to prevent homelessness.

Core Values: Our work and our relationships will be guided by these core values

Compassion	Respect	Service
Hospitality	Integrity	Trust

Submit Cover Letter and Res

