

Office Manager

Responsibilities and Resources



Spiritual
Foundation

Administrative
Support

Relational &
Volunteer Care

Team &
Ministry
Collaboration

Spiritual Foundation

- Exhibit spiritual maturity, integrity, and a commitment to prayer and personal transformation that reflects his/her relationship with Jesus.
- A Christian, committed to Jesus and the Church's mandate to serve our neighbors-with-need as an agent of transformation.
- Affirmation of the Apostle's Creed and has a personal relationship with Jesus that is reflected in the ability to treat Neighbors and volunteers with dignity and respect.

Administrative Support

- Oversee daily office operations, ensuring systems promote efficiency, stewardship, and dignity.
- Organize, recruit, train, and oversee office volunteers, helping them understand how their service contributes to Love INC's mission of transformation.
- Schedule deliveries and pickups for the Donation Center Supervisor and assist with coordination between staff, stores, and ministry areas.
- Maintain accurate data in Breeze and ensure confidentiality of all records and correspondence.
- Receive, open, and distribute mail daily; prepare deposits and acknowledgment letters for financial and product donations with gratitude and accuracy.
- Responsible for mailings of financial product donation acknowledgement letters and other correspondence.
- Maintain confidentiality and integrity in all data and correspondence.
- Monitor and restock office and facility supplies, ensuring wise stewardship of resources.

Relational & Volunteer Care

- Welcome callers, visitors, and partners with warmth, sharing Love INC's mission with grace.
- Cultivate a culture of celebration by coordinating staff and volunteer recognition efforts (birthdays, milestones, and special occasions) that affirm individual value and encourage ongoing participation.
- Support relational care within the staff team by encouraging unity, prayer, and mutual support that reflect Love INC's emphasis on restoration across all relationships—with God, self, others, and creation.
- Maintain an organized, welcoming office that reflects Love INC's commitment to hospitality, prayer, and unity.

Team & Ministry Collaboration

- Provide administrative support to the Executive Team and other staff members for meetings, events, and communications.
- Participate in staff meetings, prayer times, and ministry gatherings.
- Support cross-team communication and coordination between ministry areas.
- Support ministry systems that encourage movement from relief toward rehabilitation and development for neighbors, volunteers, and churches.
- Uphold Love INC's six core principles of Redemptive Compassion in all administrative and relational work.

Benefits

- Paid Holidays
- Paid Vacation-After 90 days
- Paid Personal Days
- Paid Bereavement
- Spiritual Days
- Professional Development

