



Job title: Office Administrator

Reports to: Executive Director

Location: Dillsburg, PA Office (Hybrid)

Travel required: N/A

Salary range: \$20 - \$22

Position Type: Non-exempt

Desired hours: PT (25-31 hours) or FT (32-40)

Job description:

The Office Administrator plays an essential role in ensuring the smooth functioning of Forgotten Voices, a nonprofit organization dedicated to demonstrating the love of Jesus Christ by partnering with churches in southern Africa to empower families and caregivers to meet the spiritual, emotional and physical needs of orphaned and vulnerable children in their communities. Specifically, the Office Administrator will: plan and oversee daily operations of the organization; coordinate human resource management; align office technology/IT tools with organizational goals and best practices; and liaise with the leadership team of the U.S. office to assist in the execution of strategic priorities. A successful Office Administrator will possess directly relatable experience, excellent managerial, supervisory and organizational skills, strong administrative and technical skills, excellent communication skills, attention to detail, sound judgment and professionalism, and a personal commitment to the organization's mission.

Role and responsibilities:

Administrative

General U.S. office management:

- Plan and oversees daily operational systems, processes, and infrastructure while looking for opportunities of improvement or revision.
- Establishes and maintains credible, professional relationships with external service providers, contractors, etc. (e.g.. office cleaning, general maintenance, external partners' use of the facility).
- Maintain administrative forms/records including office use request form, Farmhouse calendar, and purchase request forms.
- Provide direct support to Executive Director and leadership team members as needed (.e. g. program reporting, long-term planning, etc.)
- Coordinates and organizes staff meetings, Board meetings and staff travel.
- Align office technology/IT tools with organizational goals and best practices
- Manage organization and the use of google drive

Finance/Fundraising Support

- Review assigned budget areas on a monthly basis and provide input regarding forecasted expenses, adjustments, etc.

- Support the Executive Director with administrative tasks related to fundraising and the management of the donor funding cycle, communication, and reporting in a timely way.
- Participate in planning/execution of special events such as annual fundraising events, speaking engagements, and donor meetings.

Human Resources

- Lead onboarding/exit processes for all U.S. employees, in partnership with supervisors.
- Maintain personnel files.
- Maintain/develop policies and forms to ensure consistency and compliance in HR procedures (annual performance reviews, timesheets, etc.).
- Support development and implementation of Human Resource processes/policies for the Africa staff, as requested.

Special Projects

- Support the Executive Director, and Board of Directors, as requested.
- Contribute towards the achievement of new or emerging strategic and operational objectives.
- Execute other duties as assigned.

Required/desired skills:

- Bachelor's degree or equivalent
- Ability to work independently and as a member of a team
- Ability to multi-task and manage multiple priorities with flexibility and poise
- Strong analytical and problem-solving skills, including successful project management
- Strong organizational skills
- Ability to communicate effectively with internal/external audiences of the organization
- Agreement and personal commitment to the Christian values of the organization

To apply:

Email your résumé and 1-page cover letter to shelton@forgottenvoices.org with the subject line including "Office Administrator" and your name.