

Project Outreach Office Management

This position starts May 1, 2021

**Interested applicants, please send resume and letter of interest to:
projoutjob21@gmail.com**

Job Description

The job entails the management of the office affairs of Project Outreach including, but not limited to, direct interaction with the clients who use the services provided.

Supervising Authority

This position will serve under the authority of the Project Outreach Executive Board.

General Responsibilities and Duties

- Oversee the day-to-day operation of the Project Outreach office during office hours (from 9-12 a.m. and 1-3 p.m. on Monday, Wednesday, and Thursday each week.
- Coordinate and train volunteers to help in the office when needed.
- Determine the nature of a client's situation through personal or phone interviews.
- Recommend a proper course of action to our clients including referral to other social agencies or community resources when help beyond the scope of Project Outreach is needed.
- Determine which course of action to take with clients who qualify for the services provided by Project Outreach.
- Maintain confidential and detailed records of all client interactions.
- Keep the member churches and volunteer staff current concerning serving schedules, meeting schedules, major events, etc.
- Prepare the agenda for the quarterly membership meetings and distribute meeting minutes to member churches.
- Attend appropriate informational meetings concerning new programs and training that would benefit Project Outreach and its clients.
- Inform the pantry site managers when opportunities from local food providers arise who wish to donate food items on a one-time or ongoing basis.
- Competently complete paperwork for requesting grants from outside sources.
- Coordinate special events, including but not limited to, the annual community Thanksgiving dinner, the Christmas toy distribution, Volunteer Luncheon, etc.
- Ensure that all mail received is properly processed and that bills and monetary donations are given to the Treasurer.
- Acknowledge all donations and support with a personal thank you letter.
- Competently follow all the policies and procedures established by the Executive Board with respect to the operations of Project Outreach.
- Fulfill any other duties relating to office administration as might be needed.

Requirements

- A level of proficiency in using Microsoft Office.
- An accredited degree in social work or public administration. Prior experience is desirable but not required.
- Ability to respond to client emergencies (be on call) during non-office hours.
- Ability to interact cooperatively with other social agencies.
- Ability to develop and maintain cooperative relationships with clients, office volunteers, cooperating churches, and the Executive Board.
- Spanish speaking a plus.