

**Office Manager – State Office & Greater Madison**  
**15-20 Hrs/week**

TITLE: Office Manager

EMPLOYER: Child Evangelism Fellowship of Wisconsin Inc.

PRESENT EMPLOYEE:

Part-time position: 20-25 hours

IMMEDIATE SUPERVISOR: State Director

Responsibilities: State Office

- **Ensure the office is open at least 3 days a week.**
- **Clean and prepare the office for meetings including evening and weekend meetings.**
- **Serve as the front desk receptionist. Answer phones by the third ring, and in clear manner. fulfill requests and/or communicate requests to appropriate staff members.**
- **Have available office supplies including snacks for meetings, as well as supplies for events.**
- **Prepare bulk mailing and take to post office, including but not limited to area newsletters, staff newsletters, bulk mailing announcements, and promotional pieces.**
- **Keep office equipment in working order (ie have paper supplies available, postage, toner, computer-related equipment, etc.).**
- **Update information systems such as database, statistical reports, and Child Protection Policy submissions.**
- **Use office printer to print and copy materials needed for ministries and staff meetings.**
- **Fill CEF Press orders and complete invoice to clients.**
- **Send out promotional materials & notifications for ministry events.**
- **Maintain an ample supply of promotional pieces for displays and presentations.**
- **Runs Background checks**
- **Tracks, collects, and files required form from local chapters, r-form, employment forms, Child Protection Policy paperwork.**
- **Collects revenue, and make bank deposit. Compiles bills, and information about any invoices that need to be created.**
  - **Uploads transactions for Bookkeeper to do data entry**
  - **Write/sign and send checks for bills.**
  - **Send out Donor Receipts in a timely manner.**
- **Attend all staff meetings upon request, plus consultations during the week as needed.**
- **Projects assigned by State Director and State Board**
- **Manage and oversee the state's background checks, references, processes, and procedures. Follow-up with all local chapters regarding delinquent or missing paperwork.**
- **Manage registrations, payments and invoices for CYIA training camp.-**