

Office Manager

Lutheran Campus Ministry in Madison

Position Description

Approved by Board on 4/25/21

Position Summary

Lutheran Campus Ministry in Madison, Wisconsin is a vibrant and inclusive faith community dedicated to providing opportunities for students to deepen faith, engage minds, and serve neighbors. Located at the heart of the UW campus, the LCM student center welcomes over 100 students per day, providing hospitality and meals. Throughout the week, LCM holds a variety of events designed to accompany young adults in their faith journey.

Lutheran Campus Ministry is seeking an Office Manager with excellent organizational skills and a personable disposition to keep our organization thriving. The ideal candidate will be a strong and reliable support to organizational operations, maintaining and creating procedures, communicating with staff and constituents, and supporting the work of other staff members. The ideal candidate has a natural ability to create good foundational systems for ensuring the smooth operation of our organization while also being flexible to handle whatever comes their way.

Responsibilities

Office Administration & Hospitality – 20%

- Open the building each morning
- Greet visitors and answer phones
- Monitor stocks of coffee, tea, etc. and make sure they are available
- Maintain organization calendar and communicate with those using space
- Prepare agenda for and take minutes of weekly staff meeting
- Stock office supplies and maintain office equipment

Staff Scheduling & Support – 20%

- Recruit, train, and schedule evening and weekend student receptionists, as well as dishwashers for lunch ministry
- Process time cards for all hourly staff and submit to accountant for payroll
- Track vacation and sick time used by hourly staff
- Work with Campus Pastor to schedule preaching in local congregations

Building Oversight – 20%

- Monitor building cleanliness and communicate with janitorial service
- Stock janitorial and kitchen supplies
- Ensure that annual maintenance is completed (carpet cleaning, etc.)
- Schedule and communicate with vendors to complete needed maintenance and repairs
- Perform light maintenance (such as changing light bulbs) or run errands for supplies
- Respond to apartment residents' routine building maintenance requests

- Draw up leases for residents and collect rent

Accounts Payable – 20%

- Process bills and track spending
- Request checks from accountant and treasurer
- Reconcile bank statement and credit card bill with receipts

Accounts Receivable – 10%

- Process donations, partner congregation support, and other income
- Track donor information in database
- Prepare deposits for bank courier
- Work with the Director of Communications to assemble thank you letters, mailings, etc.

Student Ministry Support – 10%

- Maintain records of student involvement in database
- Work with lunch staff to monitor food expenditures
- Work with student groups to schedule meeting spaces

Work Hours & Compensation

This is a half-time position, averaging 20 hours per week.

Preferred work schedule is 8:30 to 12:30 Monday - Friday or 8:30 to 1:30 Monday - Thursday.

Competitive hourly pay and two weeks paid vacation provided.

Required Skills & Qualifications

- Two or more years of experience in office management or similar role
- Strong time management and people skills, flexibility, multitasking ability
- Advanced computer skills and experience with online platforms
- Proficiency with Microsoft Office, Google Workspace, and Dropbox
- Ability to handle confidential information

Preferred Skills & Qualifications

- Experience developing internal systems
- Experience working with a Constituent Relationship Management (CRM) software
- Experience working with non-profit organizations