



SUPPORT • EQUIP • EMPOWER

Job Description

Job Title: Office Administrator

FLSA Status: Exempt

Job Status: Full-time

Reports to: Executive Director

Supervises: None

Organization Overview:

Hope's Path is a residential home and program for young men ages 18-28 who have aged out of the foster care system and/or experiencing homelessness. Our mission serves to provide a place of healing within a Christ-centered environment where young adults are **SUPPORTED, EQUIPPED, and EMPOWERED** to lead successful independent lives.

Position: Full-Time Office Administrator

Reports to: Executive Director

Salary: DOE

Work Schedule: Monday through Friday from 8 am to 5 pm; 1 hour lunch.

Benefits: 12 paid holidays and two weeks of accrued Paid Time Off annually.

Position Overview:

We are seeking a self-motivated and trustworthy Office Administrator to undertake administrative tasks to ensure our staff has the support needed to work efficiently. The Office Administrator will be responsible for several office functions, including basic accounting, marketing, website, and social media management.

Key Responsibilities:

- Perform basic bookkeeping and accounting tasks using QuickBooks. Manage all accounts receivable, accounts payable, banking transactions

and reconciliations, coding, and financial reports, and assist in preparing annual audits, payroll, and quarterly reports.

- Prepare monthly financial statements for the Executive Director's review and monthly board meetings.
- Manage phone calls and emails of the organization's main line and accounts.
- Maintain and update the donor database.
- Manage marketing materials, website content, and social media accounts.
- Purchase office supplies and organize storage areas.
- Oversee repair and maintenance of office equipment, coordinate facility maintenance, and inspections.
- Handle general administrative support and greet visitors.
- Assist with newsletter creation and distribution, donor communications, volunteer coordination, fundraising campaigns, and event planning.
- Perform database backups to secure information.
- Other duties as assigned.

Education and Qualifications:

- BA/BS in business or a related field is preferred.
- Minimum of 1+ year experience working with a nonprofit organization.
- Proficient in QuickBooks.
- Competence in Microsoft Office applications, and basic Windows-based programs.
- Strong written and oral communication skills with excellent phone etiquette.
- Ability to pass a criminal background check and periodic drug screenings.
- Valid Texas Driver's License and current liability insurance required.

Skills and Experience:

- Excellent administrative and organizational abilities.
- Capacity to multitask and prioritize in a dynamic work environment.
- Ability to develop effective work plans, meet deadlines, and work independently or as part of a team.

Work Environment:

Work involves interaction within an office, classroom, outdoor areas, and other common areas, including off-property events and activities. The schedule may require weekend or holiday work, with exposure to varying conditions relative to the population served.

Physical and Mental Requirements:

- Ability to sit, stand, walk, and communicate effectively.

- Clear speech, hearing, and vision necessary.
- Capability to manage stress, organize daily tasks and handle potentially challenging behavior.

Relations with Others:

Excellent communication skills and ability to interact with diverse ethnic, cultural, and socioeconomic backgrounds are crucial. This position involves regular engagement with donors, volunteers, pastors, and community leaders.

If you're passionate about making a difference and meet the requirements, please email your cover letter and resume to our Executive Director, Brandon Anderchuk, at brandon@hopespath.org. For more information about Hope's Path, visit our website at www.hopespath.org