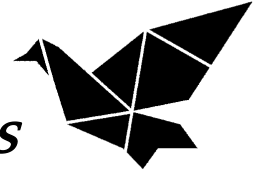


Job Description

Office Manager/Executive Assistant

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Position Purpose:

The Office Manager/Executive Assistant is a pivotal role at Living Bible Explorers in managing the administrative needs of the organization. In a small team environment this team member is often the face of LBE receiving phone calls and visitors and projecting the vision and purpose of the organization. This position requires high energy, the ability to work in a team, organization, an attention to detail and a passion for ministry.

Reports to: Executive Director

Responsibilities and Tasks:

Office Manager (75%)

- a. Work with our Bookkeeper, as per LBE financial calendar, to complete financial task assisting with Audit or Review Engagement, income taxes, prepare and send, invoices to debtors, prepare income tax donation receipts to be included in February's newsletter etc. Report irregularities to management.
- b. Follow government and financial regulations regarding sensitive donor information and communication.
- c. Process payments/donations efficiently. Make weekly bank deposits.
- d. File financial papers and emails in an organized way. Scan and file key financial documents.
- e. Create and/or maintain relevant procedural documentation.
- f. Oversee office supplies, equipment and maintenance.
- g. Oversee quarterly newsletter and in some instances prepare reports and presentations.
- h. Oversee employees' timesheets and donation revenue and expense reimbursement.
- i. When necessary, plan and coordinate events.
- j. Monitor fleet use and maintenance schedule.
- k. Register kids and families for programs and camp.
- l. Oversee mailings and process daily mail.
- m. Scheduling meetings and manage the institutional calendar.
- n. Receive and document phone calls and emails as per LBE documented procedures.

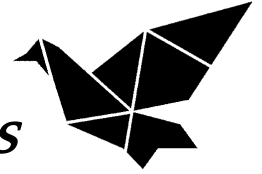
Executive Assistant (25%)

- a. Provide Direct support to the Executive Director.
- b. Arrange and organize appointments and expense reimbursement.
- c. Plan, organize, coordinate, and control administrative and operational procedures, activities, and documentation.
- d. Act as representative, liaising with individuals and organizations on behalf of executive, and in some instances coordinate Public Relations activities.

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- e. Ensuring the overall efficiency of daily operations by monitoring day-to-day workflow and delegating tasks accordingly among staff.
- f. Develop, implement, monitor, and review tactical and operational plans, procedures, and systems, in compliance with the organization's strategic goals, policies, procedures, budgets, deadlines, and other related requirements.
- g. Oversee the grant application process.
- h. Participate in the hiring process of new staff.
- i. Participate in training, mentoring and supervising, staff.
- j. Work to maximise efficiency. Keep track of employee performance, project budgets, and deadlines. Review and approving leaves related to professional development or vacation, as well as sick leaves and leave of absence requests.
- k. Ensuring that goals and deadlines are met and that projects are led in compliance with all company policies and procedures, including health and safety standards.

Family Ministry

- a. Build relationships with LBE families, promote and invite children, teens and families to LBE events via regular visits and phone calls.
- b. Assist in recruiting campers for Explorers Bible Camp and Explore! Wilderness Adventures.
- c. Involvement in one weekly LBE program, in consultation with the LBE staff team, as a support role.

Team Player

- a. Attend and participate in staff meetings, review meeting minutes and perform assigned action items in a timely manner.
- b. Attend and participation in staff retreats and training.
- c. Assist in corporate functions, Family Events, Volunteer Appreciation Events, LBE Newsletter, and Banquet.
- d. Many staff volunteer some of their time, but this is not expected.
- e. A willingness to gain a working knowledge of other roles relevant to the office.

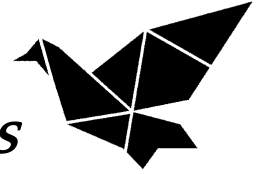
Donor Care

- a. Show appreciation to donors by praying for them, acknowledging them, and thanking them on a regular basis.
- b. Raise awareness of LBE with potential donors and supporters on a regular basis through personal contact, presentation and electronic communication. Personal newsletters are mandatory and must be ready to be mailed with LBE's scheduled quarterly newsletter.
- c. Invite others to seek the Lord in partnership with the ministry of LBE through prayer and financial support.
- d. Donor and potential donor information is property of LBE and must be provided to LBE and safeguarded within LBE's database.

Job Description

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Gifts/skills/qualifications necessary:

- a. Proficient with Microsoft Office suite.
- b. Working knowledge of financial practices and a willingness to learn.
- c. Work hard “behind the scenes” to keep everything running smoothly and efficiently.
- d. A positive, willing and serving attitude.
- e. Take direction and learn from others. Everyone at LBE has leadership responsibilities and we work together to meet our goals.
- f. Good written and oral communication skills.

Key LBE Values:

- a. **Faith** - God is our Creator, Redeemer and Sustainer.
- b. **Focused on children and families** in the inner-city.
- c. **We invite people to follow Jesus** and take great care with the relationships we have been entrusted with.
- d. **Pray as much as possible.**
- e. We see God turn 5 loaves and 2 fishes into a banquet every week.
- f. **We lead people and manage resources;** People are more valuable than resources, but we take great care of what we have been given.
- g. We strive to **work from a place of rest.** We are committed to learning to do Sabbath well.
- h. **We prioritize the best for the least.**
- i. **We value simple living and do not take on debt** - we only move forward on projects with money in the bank.