



Oakland Center for Spiritual Living

JOB TITLE: Administrative Coordinator

Salary Range: \$43,000 -- \$57,000 plus benefits

Type of Position: Full time, exempt

Deadline: 5pm, July 21, 2014

To Apply: Please e-mail a detailed cover letter, resume and three recent professional references to: jobs.ocsl@gmail.com

Position Summary

Under direction, this position provides responsible, complex and confidential clerical and administrative support to the Executive Director and the Senior Minister of the Oakland Center for Spiritual Living; directs and oversees a team of clerical volunteers from the congregation; serves as the first point of contact for congregants, visitors, guests and tradespeople; manages all of the functions of OCSL's front office; and performs related duties as assigned.

This position requires the use of discretion and the protection of confidential information; initiative and independent judgment; strong interpersonal and written communication skills; responsive and courteous service orientation; and the ability to set and manage multiple priorities and meet deadlines while handling frequent interruptions.

Education and/or Experience

Associate's degree from an accredited college or university; or five years' experience performing progressively responsible and complex administrative and customer relation duties; or an equivalent combination of education and experience.

Desired Scope of Knowledge

General administrative principles; advanced computer and internet skills, including Microsoft Office Suite and Fellowship One or similar church management software; basic skills and experience with website maintenance, graphic design, and social media.

The ideal candidate is familiar with and applies the spiritual principles of Religious Science of related New Thought beliefs.

Duties

Duties include but may not be limited to the following:

- Receive and screen visitors and telephone calls, responding courteously, promptly and with accuracy to inquiries and requests for assistance.

- Order and monitor the inventory of supplies for all OCSL functions and services.
- Coordinate the preparation of materials for weekly Sunday services, including the Sunday program, announcements, bulletin inserts, PowerPoint slides, photos, affirmations, fliers, etc.
- Prepare and maintain the information on OCSL's website and social media outlets.
- Prepare and release OCSL communication to members and friends via Constant Contact or other contact software program(s).
- Ensure the upkeep and proper use of all office equipment and systems such as copiers, faxes, telephones, and computers.
- Recruit, train and provide support, oversight and acknowledgement to a team of volunteers who regularly and reliably perform basic clerical duties such as filing, copying, collating, preparing mass mailings, putting together binders, etc.
- Create and maintain efficient, coordinated and cross-referenced filing systems for front office operations, the Director and the Senior Minister.
- Work with the Executive Director and the Senior Minister to coordinate requests and approvals for the use and/or rental of OCSL facilities, including:
 - assigning rooms;
 - managing rental agreements and payments;
 - maintaining the comprehensive OCSL calendar of events;
 - ensuring the provision of requested supplies, equipment, and room set-up; and
 - acting as the liaison between event contractors/facility renters and OCSL staff and participants.
- Support the Executive Director and the Senior Minister by:
 - scheduling appointments and maintaining their calendars as requested;
 - making travel arrangements as requested;
 - making bank deposits as requested;
 - handling mail, ensuring the Executive Director and Senior Minister are alerted to time-sensitive or priority matters requiring their attention;
 - creating and maintaining tickler file systems that keep their priorities on schedule until completion or resolution;
 - ensuring that all personnel, contractor and volunteer records, including invoices and reimbursements, are tracked and in order;
 - tracking and documenting Practitioner service and license renewal requirements in coordination with the Senior Minister, Practitioner Leads, and Centers for Spiritual Living Headquarters staff.

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