

# Office Coordinator / Manager

Spero is seeking a resilient personality able to juggle different jobs and duties every day— and especially to help keep Spero (and the Executive Director) organized and moving forward. You are tasked primarily with herding cats and dogs who don't pay attention... meaning you're the boss of coordinating all things office related.



## Responsibilities

This position will be highly visible to our friends, donors, volunteers, vendors, and board members – and the public. You will be the point person for administrative tasks for the office as well as executive assistant for the Director. By the day (or by the hour) you may be updating our website, documenting and thanking for donations, paying bills, and the next day you are ordering office supplies, food, and coffee. This position requires a person who can switch gears and work on a high-level project and then pivot to an administrative task. If you like variety, then this position may be for you!

- Ensure phone calls are answered and greet guests;
- Facilitation and planning of meetings and travel coordination;
- Assist with administrative duties associated with the Board and Committee meetings, including compiling and uploading meeting materials;
- Manage contact lists, process expense reports, and draft correspondence;
- Work closely with the President on various projects and oversee supplies and vendor relationships and contracts.
- Participate in cross-training with other staff to provide support and coverage for alternate responsibilities as necessary.

## Qualifications

The ideal candidate is interested in pro-life ministry and its role in our community, no experience in the field required. You do need to know about Spero. If you can handle our frantic pace, we'll give you a chance to explore the exciting and rewarding world of ministry. Our staff will have strong organization and problem-solving skills, refined communication skills, is self-motivated, and can be trusted with sensitive information while paying strict attention to detail and accuracy.

- Excellent organizational and time-management skills; these muscles will be flexed daily
- Demonstrated experience with communications and social media
- Able to work well under pressure and meet deadlines – lots of them
- An eye for details; accuracy is extremely important
- Proficiency in PowerPoint, Word, Excel, Outlook;
- Ability to work occasional evenings for events/meetings, as needed

This is a 32-38 hour per week position - some flexibility in the scheduling of the hours. Apply by emailing your resume and a cover letter that describes why you are the ideal candidate for the position. Email for submission: [Director@BlueWaterBabies.org](mailto:Director@BlueWaterBabies.org).

Deadline: Until position is filled

