



## POSITION DESCRIPTION

**Job Title:** Office Administrator (part-time)  
**Reports To:** HR & Benefits Administrator  
**Works Closely With:** National Staff

### GENERAL DESCRIPTION:

The Office Administrator will be directly responsible for all administration as it relates to the national office.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### 1. *Office Administration*

- Act as a clearinghouse on emails for general inquiries; be the resident expert on RUF
- Preserve the “First Impression” of RUF with all guest relations – phone, email, and guests
- Sort and process incoming/outgoing mail:
  - Send donation checks on to the lockbox
  - Mail reimbursement checks
- Ensure all supplies are ordered, stocked and organized
- Ensure that all storage of equipment is orderly and logged
- Place stationary orders for the office and field staff
- Maintain a professional look in the office
- Oversee all office records retention
- Maintain office calendar
- Assist with Donor Services and Finance departments as needed and as able

#### 2. *Donor Services*

- Receipting and acknowledgment letters to donors
- Assistance with check batches as needed
- General maintenance in Donor Services system

#### 2. *Accounting*

- Clerical assistance as needed
- Financial Statement document assembly and storage

### QUALIFICATIONS:

- A Christian active in a local evangelical church
- Proficient in MS Word, and MS Outlook, MS Access, MS Excel
- Proficient in database management
- Able to use the internet and email

### KNOWLEDGE, SKILLS & EXPERIENCE:

- A Bachelor’s degree (preferred)
- Detail oriented and organizational skills required
- Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Prior work experience within an non-profit environment (preferred)
- Ability to work in a fast paced environment

**Please send resumes and cover letters to [jobs@ruf.org](mailto:jobs@ruf.org)**