

Jubilee! Community

Job Description

Administrator

Job Purpose:

Jubilee! Community seeks a collaborative servant leader with excellent planning and organization skills to meet administrative duties as defined below. The ideal candidate will be compassionate, empathetic, trustworthy, and forgiving as they interact with staff and Jubilants. They will have high integrity in their role to ensure both the daily operation and long-term stability of Jubilee! is maintained. This position will have the support of and answer to the Jubilee! Board of Directors, having autonomy within the limits of their role.

Responsibilities:

Financial Management

(Working knowledge of Quickbooks, MS Excel, Publisher, Basecamp, Jubilee! Database and other essential programs)

- Assist the Board Fundraising Committee and Minister of Ritual in developing and implementing a yearly stewardship campaign and other fundraising activities
- Support the Board in development of the annual budget and oversee the implementation the approved budget
- Oversee the purchase of adequate insurance coverage for our Community & Staff (building/contents, board, workers compensation, liability, health, etc.)
- Monitor the income/spending in order to support the Treasurer in preparing monthly financial reports for the Jubilee! Board and Staff
- Ensure the:
 - Counting and timely deposits of revenues each week.
 - Accurate and timely entry of contribution data
 - Planning and implementation of staff payroll/benefits and the prompt payment of bills/obligations for the Community
 - Compliance with IRS rules/regulations governing 501(c) non-profits
- With the Finance Committee, oversee the Jubilee! investments, designated gifts, Memorial Fund and “Special Funds” (funds held in trust by the Community for specific purposes)
- With the Finance Committee & Outreach Team, oversee disbursement of money through the Jubilee! Compassion Fund
- Acknowledge and thank members of the Community for their donations, providing accurate donation reports. Generate/mail Charitable Contribution Statements to members as requested
- Recruit volunteers to collect the offering every week
- Assist the Finance Committee in developing/implementing financial policies as needed

Office and Staff Management

(Working knowledge of MS Word)

- Establish and oversee office policies and procedures, ensuring they responsibly and effectively support Jubilee! Activities
- Be available to staff as a resource and for resolving organization or personal issues
- Supervise Jubilee! staff as assigned by the Board and Minister of Ritual
- Recruit, direct and support Jubilee! office Volunteers
- Answer and manage Jubilee! phone calls

Facilities/Equipment Management

(Working knowledge of building construction/maintenance and equipment function/maintenance required)

- Establish building use policies, rental guidelines and fees in cooperation with the Board
- Supervise the Holy Housekeeper, Special Events Custodian and volunteers. Set up for Sunday Celebrations and other events in the absence of custodian
- Oversee building rentals, including the screening of renters, compliance with rental/use policies and payment of fees
- Arrange required services of rentals (set up, use of sound/tech services, stage construction, lighting, staff presence, etc.)
- Handle, oversee or schedule maintenance of Jubilee! building and equipment including carpet cleaning, inspections by Asheville Fire Department, sprinkler system, fire alarm system, insurance companies, etc.)
- Train volunteers to operate equipment competently and safely
- Purchase supplies and equipment as needed (office, custodial/maintenance, sound/tech, building, etc.)
- Plan, organize and support our spring and fall volunteer “Clean Up Days”

Support Functions

(EQ is just as important as IQ)

- Support the Jubilee! Board and its committees, including, but not limited to, the Board Chair, the Executive Committee, Nominating Committee, Finance Team and other “ad hoc” groups
- Handle other duties as assigned by the Jubilee! Board
- Support the ministry of the Jubilee! Teams
- Support Greeters/persons staffing the Welcome Table, answering complicated questions and always keeping a watchful eye for “unusual folks or activities”
- Build bridges with local, national, and international interfaith organizations that sustain the well-being of those who need support

Hours/Compensation:

25 – 30 hours/week

Salary: TBD

Apply:

To apply for this position, please send a letter explaining your interest, a resume and references to viceboardchair@jubileecommunity.org. Open until filled.

Jubilee! is an Equal Opportunity Employer