

**Cherishcenter.org**

**Visit:** 1004 22nd St., Milford, IA 51351

**Mail:** PO Box 1003, Okoboji, IA 51355

**712-338-3333**

**info@cherishcenter.org**

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The logo for Cherish Center features the word "Cherish" in a large, elegant, purple cursive font. Below it, the word "CENTER" is written in a smaller, purple, all-caps sans-serif font. The logo is set against a dark purple background that is part of a diagonal graphic element on the right side of the page.

## **Cherish Center is seeking an immediate full-time Office Administrator!**

The Office Administrator of Cherish Center is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Office Administrator will ensure the Cherish Center Office serves as a central hub of communication and information management supporting the various programs under Cherish Center. The Office Administrator will work under the direction of the Executive Director to ensure the needs of the office, various Cherish Center programs, and our members are met in a timely manner.

### **SUCCESS FACTORS**

- Compassionate, positive attitude with all clients, coworkers and volunteers, etc.
- Strong administrative and organizational skills
- Demonstrated ability to work independently and
- complete tasks to meet deadlines
- Strong attention to detail
- Demonstrated bookkeeping/accounting competence
- Commitment to providing outstanding customer service
- Strong communication skills (oral and written)
- Commitment to continuous improvement of personal
- and work skills as well as office and organizational processes
- Practice effective team behavior and demonstrate effective interpersonal relationships
- Demonstrated ability to analyze and streamline
- processes for efficacy and money-saving results

### **POSITION RESPONSIBILITIES**

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

- Perform all bookkeeping functions using QuickBooks solely or in conjunction with CPA Firm
- Process income, expenses, bank deposits
- Maintain Donor Database through Bloomerang software (online training available)
- Manage the office to ensure effective telephone, email, and mail communications both internally and externally and maintain professional image
- Create email and social marketing communications in conjunction with Executive Director for Cherish Center and other programs as needed

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- Prepare mailings and organize volunteers as needed to complete mailings by deadlines
- Assist with preparing documents for Board meetings, trainings, and other meetings
- Assist with planning and coordinating of events
- Assist with coordinating volunteers and underwriters/sponsors for special events
- Respond to incoming calls and direct to appropriate parties
- Maintain Social Media (Facebook and Instagram) content calendar, posts, and messages
- Maintain office equipment including computers, copier, telephones, etc. coordinating professional or volunteer technical assistance when required
- Coordinate production of brochures, flyers, etc. with designers, program heads, and printers
- Maintain and replenish inventory and office supplies
- Assist with securing locations for conferences, trainings and special events
- Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.
- Assist the Executive Director, Board, and other staff with miscellaneous projects as requested

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Knowledge of QuickBooks Premier Nonprofit Edition, proficient use of computers and technology including, Excel, Word, and social media platforms. Familiarity and knowledge of Bloomerang, Canva, Aplos, Constant Contact, PowerPoint, and/or Adobe Creative Cloud products beneficial
- Knowledge of general bookkeeping and accounting principles
- 2+ years experience in bookkeeping and office management or equivalent position
- College degree desired
- Bilingual (Spanish) helpful

#### **SEND RESUME TO**

Email your cover letter and resume to Jessica Fox, Executive Director, [jessica.fox@cherishcenter.org](mailto:jessica.fox@cherishcenter.org)

Cherish Center is a local 501(c)(3) nonprofit located in Northwest Iowa. Cherish Center runs several local programs committed to "Transforming Lives, Strengthening Families, and Enhancing Communities" Programs include Cherish House, a maternity home where pregnant young women can deal with the past as well as prepare for the future. The goal at Cherish House is to help each resident develop into her God given potential by supporting emotional, physical and spiritual growth. Cherish Center also offers Parent's Connect (a free monthly parenting classes with a meal and childcare), community events (such as No Apologies, and an annual Father Daughter Dance), and Cherished Mentors (free one-on-one mentoring for interested mothers in the community). Cherish Center is funded through private donations from individuals and businesses as well as through its thrift store, Thee Garage Sale, where donated items are sold with all proceeds directly funding Cherish Center.