

Job Title: Administrator

Reports To: Operations Manager

Job Overview

The Administrator is responsible for managing the administrative functions of JSAW. This includes donor relations, accounting, communications and supporting the Executive Director and staff with administrative tasks.

Pay & Hours

\$40,000-\$60,000 salary

Full Time

Responsibilities and Duties

1. Administrative Support

- Support the Executive Director with various administrative tasks as needed.
- Perform regular data entry and maintain accurate program spreadsheets, including check-in reports and prayer requests.
- Purchase necessary supplies to ensure smooth office operations.

2. Payroll Administration

- Process payroll for staff and volunteers on a regular basis, ensuring accuracy and timeliness.
- Maintain payroll records and ensure compliance with applicable regulations.

3. Donor Relations and Communications

- Enter donations and process check deposits accurately and promptly.
- Build and maintain donor lists for email communications and calls.
- Create and send donor reports, collaborating with the Executive Director on content.
- Send weekly prayer emails and manage monthly member gift card distribution.
- Monitor and respond to inquiries from the organization's main email account.

4. Event and Volunteer Coordination

- Assist with event planning, logistics, and volunteer coordination as needed.
- Provide support for program-related activities and ensure necessary resources are available.

Qualifications

- 2-3 years of administrative experience with strong organizational, problem solving, multitasking, and time-management skills.
- Excellent written and verbal communication, with attention to detail and the ability to maintain confidentiality.
- Experience in event planning, volunteer coordination and supporting fundraising efforts.
- Proficient in Donor Perfect, Constant Contact, Planning Center, QuickBooks Online, Google Workspace, and payroll processing.
- Passionate about action sports and aligned with JSAW's mission and values.
- Honest, professional, and demonstrates high integrity.