

Anabaptist Disabilities Network (ADN) Office Administrator Position Description

Title: ADN Office Administrator

Assignment: 5 – 10 hours per week, not to exceed .2 FTE overall

Accountability: Executive Director

Job Summary: Provide collaborative support and administrative services for ADN staff and volunteers.

RESPONSIBILITIES

1. Office environment

- a. Oversee office technical systems and other services necessary for ministry goals.
- b. Oversee office space sharing with Mennonite Church USA, ADNet staff, and volunteers.
- c. Oversee purchasing office supplies, related equipment, and maintenance of equipment.
- d. Maintain electronic and paper filing systems including archiving records as needed.

2. Support ADN communications

- a. Support digital communications, subscriptions and maintenance of website as requested by program director.
- b. Coordinate storage and distribution of resource materials and related inventory.
- c. Manage coverage of phone and email inquiries and respond to office visitors as needed.

3. Maintain financial and donor information

- a. Manage digital donor database and reports.
- b. Support contacts and correspondence with ADN donors and constituents.
- c. Prepare draft of annual budget in coordination with executive director and the board treasurer.
- d. Receive contributions and prepare bank deposits.
- e. Provide documentation to bookkeeper to pay bills reimburse staff and volunteers.
- f. Provide documentation for compliance with IRS regulations as required by tax and legal consultant.
- g. Provide information on staff payroll to payroll accounting firm and maintain system to record volunteer hours.

4. ADN Board of Directors support

- a. Facilitate suitable meeting arrangements for ADN Board meeting needs.
- b. Assist ADN Board President in preparing for board meetings and related administrative duties as requested.
- c. Preserve ADN records that include corporation by-laws, minutes, and other legal paperwork.

Preferred Qualifications:

- a. Committed support for the faith based values of ADN mission and ministry.
- b. Above average communication skills including competency in ADN office related digital programs and resources.