Position Description for the Part-time
Office Administrator of DuBois Center
https://iscucc.org
https://duboiscenter.org

FLSA: Part-time
Reports to: Executive Director of DuBois Center
Salary: $12,000 to $15,000
Scope: 15 to 20 hours per week

Position Summary:

DuBois Center is a ministry of the congregations of the United Church of Christ in southern Illinois. Church membership is not a requirement for employment. We provide facilities, services, programs, and leadership that support striving to provide a ministry of "radical hospitality."

The office administrator at DuBois Center is the welcoming face and voice of DuBois Center for all who use the camp and retreat center and the organizational touch to the office's daily operations.

Major Responsibilities include:

- Provide outstanding customer service to parents, staff, volunteers, and guests.
- Ensure a consistent and timely communication system between DuBois staff and guests by answering telephone calls, emails, and in-person inquiries.
- Help maintain a master calendar of events and usage of all DuBois Center facilities and services.
- Oversee an efficient office environment, including ensuring office equipment is regularly serviced and office supplies are purchased.
- Offer clerical and administrative support for the Executive Director and the ongoing program of DuBois Center through database management, word processing, copying, record keeping, and coordinating mailings.
- Work with the Conference registrar to manage summer camp and guest group registration, including distributing, receiving, and processing all necessary information.
- Receive, sort, distribute, and send mail (including processing and submitting bills).
- Perform other office duties as may be assigned by the Executive Director.

Requirements:

- High school diploma
- Strong computer, word processing, and database management skills (proven experience with Microsoft 365 applications preferred)
- Able to work independently and as part of a team.
- Embodies a deep love and respect for all people which reflects the values of the Illinois South Conference Inclusivity Statement.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.

Desired Qualities:

- Strong organizational and time management skills.
- Excellent communication skills.
- Possesses self-motivation and initiative.
- Can be a collaborative team player.
- A welcoming and optimistic demeanor.

Physical Demands:

An employee must meet the physical demands described here to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to drive a vehicle. Ability to lift and load up to 25 pounds; walk steep terrain; clean, etc. Visual and auditory ability to identify and respond to environmental and other hazards related to programs. Ability to observe participant/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and use appropriate behavior management techniques. Ability to respond appropriately and quickly to situations requiring first aid or other emergencies.

To Apply:

Please send a statement of interest and resume to **director@duboiscenter.org**

OUR INCLUSIVITY STATEMENT

Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, ability, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.