



## **JOB DESCRIPTION | OFFICE MANAGER & EXECUTIVE ASSISTANT**

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a talented and highly motivated individual to fill an immediate full-time position on our team. The ideal candidate will preferably have a bachelor's degree and several years of experience in administrative roles. The primary role of this position is to ensure the efficient day-to-day operation of the office and to support the work of management. We are looking for a self-starter who can manage multiple projects with short deadlines with little supervision. This role reports directly to the COO .

Skills & Responsibilities for the Office Manager & Executive Assistant include but are not limited to:

### **PREFERRED SKILLS**

- Ability to multitask well and prioritize work within short deadlines
- Highly organized and skilled at time management skills
- Warm, hospitable presence with strong communication skills
- Self-starter who takes initiative with very little supervision or direction
- Experience in administration and as a personal assistant

### **DUTIES & RESPONSIBILITIES**

#### *Executive Assistant*

- Take notes for all necessary meetings and follow up on action items
- Coordinate calendar and all travel and accommodations for those in management/leadership.
- Work with the employees in management/leadership to execute special projects
- Manage all Renew Google Calendars

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### *Office Manager & Event Planning*

- Plan, coordinate, execute, including bi-annual board meetings, Staff Christmas party, Spirit Week, Birthday parties, Fun Fridays, etc.
- Coordinate/manage a cleaning crew to keep common spaces & guest houses, stocked, organized, and visually appealing
- Coordinate with the Facilities Manager about necessary maintenance to all buildings and communicate with staff about changes around the property.
- General daily office management, including keeping inventory of all office supplies, running errands, coordinating office cleaning crew, and managing doors, lights, TVs, and alarm system
- Manage the front desk, including organizing and distributing all mail and packages
- Research and order various items for all of the buildings on campus
- Assist in hosting events for partner organizations
- Act as a point of contact for any new staff, guests, and people living on campus
- Respond to applications and help department heads coordinate on boarding of new employees by creating new employee emails, alarm passwords, welcome baskets, and office space for new employees

#### *Hospitality & Event Planning:*

- Create itineraries for all guests and coordinate their housing and transportation needs
- Communicate with all guests to give information about their stay
- Update Renew Guest Reservation Calendar with all expected guest information
- Coordinate the cleaning and stocking of houses before and after all guests

#### *Volunteers:*

- Work to expand volunteer opportunities to all departments, creating the infrastructure and organization necessary to keep organized and volunteers productive during their service time
- Coordinate with department heads to train each volunteer in their various roles around campus, helping them be familiarized with the campus, office, duties, and standards for each assignment and role
- Organize and facilitate volunteer groups from local churches and the Mission Innovation Center who come to stay on campus and serve