



EMMAUS HOUSE

Office Assistant - Job Description

Reports to: Co-Director

Status: Part-Time (10 hours per week)

General Description of Duties:

Provides assistance to the Co-Director to support the day-to-day communications and administration of Emmaus House (EH). Works with Co-Director & Treasurer to maintain accurate financial records and provide complete insight into the banking and bookkeeping of the organization. Maintains Donor Management Software (DMS) for EH Staff and sends out necessary correspondence to donors. Maintains strict confidentiality around the ministry and donors of EH.

Requirements:

Excellent interpersonal and written communication skills. Experience and proficiency with social media, DMS, and Microsoft 365. Basic knowledge of accounting, bookkeeping, banking, & Quickbooks Online (QBO).

1. Administrative Assistance / Communications:

- Support communications for services & retreats:
 - Promote EH, services, and retreats electronically
 - Develop & maintain relationships with individuals, organizations, and parishes through electronic and verbal communication
 - Assist in maintaining social media presence
 - Maintain & update electronic distribution lists
- Assist with preparations for ministry retreats/programs:
 - Maintain master calendar for EH
 - Communicate with registrants: support with registrations and evaluations
 - Coordinate rental of space at EH and reservations at other venues
 - Order and prepare ministry & program resources

Mailing Address:
PO Box 42486
Urbandale, IA 50323

www.theemmaushouse.org
515-282-4839

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3315 70th Street
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- Assist with day-to-day operations:
 - Maintain adequate office/facility supplies
 - Arrange for service of office/facility equipment when needed
 - Respond to general (not specific to Co-Director) phone calls
 - Process and distribute incoming and outgoing mail

2. Financial Bookkeeping:

- Weekly Tasks:
 - Record money received & expenditures into spreadsheets and QBO
 - Record website payments into QBO & save reports
 - Record & create bank deposits
 - Pay invoices using QBO
 - Record ACH in QBO

3. Donor Management System:

- Weekly Tasks:
 - Maintain and update database records
 - Record donations received and mail acknowledgements to donors
 - Mail annual tax documents to donors to comply with IRS code
 - Assist in reconciling QBO with DMS

Other Skills:

- Written and verbal communication skills; ability to warmly and effectively present information and respond to questions from individuals, groups, and the general public.
- Ability to maintain confidentiality and conduct daily tasks in a professional appearance and manner. Ability to handle multiple projects.
- Ability to demonstrate competency with social media, Microsoft 365, DMS, & QBO.

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