

Business Office Coordinator Job Description

The 8th Day Center is looking for a Business Office Coordinator to help us with the overall well being of the Center from the perspectives of finances, development, and coordination with our Assembly, Member Congregations, and Assembly Committees.

The 8th Day Center for Justice is a Catholic faith based NGO that seeks systemic change by engaging a non-hierarchical” model as it partners with a multiplicity of coalitions, religious congregations and individuals in its work to create a more just world. We work to enact the model through the following organic organizing principles:

- the belief in the self-organizing process of all nature
- full and equal participation and accountability
- flexibility that fosters adaptability and creativity
- the recognition of gifts, potential and wisdom of each participant
- consensual decision making where all participants have an equal voice

We believe that we “create the world we wish to see” in the immediacy of how we engage and support one another within 8th Day Center as much we engage and support different communities outside of the Center. We work to create community within the Center and consider this a vital facet of how we organize for systemic change.

Business Office Coordinator Responsibilities include:

Financial

Maintain financial records; deposits, monthly financial records and balance sheets, reconcile bank accounts, coordinate with issue staff that work on fiscal agency, sharing quarterly financial reports with staff, familiarity with QuickBooks Software.

Handle the payment of bills, payroll, taxes, quarterly reports to government offices, health and other insurance matters, and the annual audit.

Work in a collegial manner with the “Co-treasurers” and Finance Committee of the Assembly this includes participation in meetings, phone calls, and the annual budgeting process by the Center Issue staff.

Office Coordination

Ensure the maintenance of current office equipment as well as planning for future needs this includes coordinating with the Receptionist and IT Committee of the Assembly and effective information sharing with the whole Center.

Inventory, order, obtain and distribute all office supplies.

Development/Relationship Maintenance

Work in partnership with the Receptionist in managing communications with the over 40 Religious Congregations that belong to the Center as members. This includes providing annual membership dues notices, ensuring changes in address of community members are received and entered into the database, and assisting the Membership Committee of the Assembly in their work to sustain, deepen and build new relationships for the Center.

Work closely with the Communications and Development Committee of the Assembly in the planning and enactment of the Annual Appeals, providing pertinent financial data, maintaining our Community Shares partnership, and crafting queries to obtain necessary mailing lists and reports from our online contact management software. Open to partnering with the committee in broadening the work by supporting new fundraising ventures and needs.

Serve as the official Secretary for the 8th Day Center Assembly and Coordinating Council. This includes assisting with the bi-annual coordination of agenda, materials, and minutes to Assembly Members as well as taking minutes for the Assemblies and the meetings of the Coordinating Council.

Other

Work in partnership with the Receptionist to create the mailing labels and necessary letters for Center projects including *Centerings* our quarterly publication, The Good Friday Walk for Justice, Urban Plunge, and emergent events that require support specific to the database.

Participate in all staff meetings and planning days, participation in other staff groups or Center work as desired.

Work with Volunteer Committee in coordinating volunteers and student interns who assist in the Center's work.

Qualifications:

5-7 years experience in office management/coordination. College degree or commensurate professional experience.

Familiarity with online contact management software like Etapestry, familiarity with QuickBooks, and basic word processing skills like Word, Excel, etc. Ability to update and manage website, post text, pictures, PDF's etc. a plus.

Experience with management of financial concerns, preferably in a non-profit setting. Experience with the solicitation and cultivation of donors, grants etc. a plus.

Strong written and communication skills. Ability to manage communications through a diversity of resources such as email, written correspondence, and online contact management software.

Excellent organizational and project planning skills, ability to use time effectively with little supervision.

Strong skills with maintaining an inclusive and welcoming atmosphere. A desire to work as a member of a team and communicate effectively amongst different committees and members of the Center.

Skills at fostering community building. Strong ability to create a welcoming and positive atmosphere.

Willing to affirm 8th Days Goals and Values and to engage in conversations of a political and spiritual nature as part of the overall mission of the Center to create systemic change. Willingness to engage a consensus model of decision-making. Supportive of open and clear communication to support decision-making and visioning for the Center.

Send resume and cover letter to eininn@gmail.com or fax: Attn: Liz Deligio (312) 641 - 1250. 8th Day Center is an equal opportunity employer; salary range will be \$28,000 - \$32,000 plus benefits and will commensurate with experience.