

# JourneyMates

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**Position Title:** Administrative Coordinator, JourneyMates- Part Time

**Reports to:** The Associate Director

**Location:** NC Triangle - Wake, Durham, and Orange County

## The invitation:

JourneyMates invites you to enter into a discernment process, seeking God's will regarding becoming a member of our staff team as the Administrative Coordinator. Our prayer is that this coordinator would use the unique gifts and talents God has given to him/her to enhance the ministry's impact by providing strong data management and effectively managing financial and administrative tasks.

## Ideal candidates will value:

- Christian spiritual transformation and soul care ministry as essential to life in Christ
- Discerning, collaborative, and contemplative working environments
- The cultivation of strong, supportive, helpful, and transparent working relationships

## Ideal candidates will have:

- **Organizational Skills:** Ability to manage multiple tasks and maintain records efficiently
- **Attention to Detail:** Ensures accuracy in data entry, documentation, and scheduling
- **Financial Awareness:** Basic understanding of budgeting and financial reporting
- **Adaptability:** Handles unexpected changes or challenges calmly and efficiently

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## Position Overview

### Administration (35%)

- Attend weekly staff meeting and log hours and expenses monthly
- Responsible for maintenance of data associated with all JM event participants and volunteers
- Manages JM Communities supply bins and nametags
- Occasional hospitality for Board/Staff meetings and trainings
- Coordinate logistics for one annual JourneyMates Retreat

### Financial Management (35%)

- Management of all contributions and resource fees-online and physical checks
- Uses a database (Bloomerang) for Donor Gifts, the End of Year Campaign and all communications-Quarterly Newsletters, Partner TY notes, and Emails
- Serves as point of contact for bank, accountant, bookkeeper and other financial service providers for JM
- Manages accounts payable, accounts receivable, invoicing, and reimbursable expenses for staff and volunteers. Reconcile bank statements and maintain accurate financial records
- Reports monthly financial reports, monthly contributions, projections and any other updates to AD and ED

### **Social Media and Website Management (20%)**

- Update basic website details (via SquareSpace)
- Create content via Canva
- Post about Morning Apart Retreats and additional contemplative content
- Creation of occasional Campaign Deliverables

### **Personal, Spiritual and Professional Development (10%)**

- Prays daily on behalf of JourneyMates; maintains a personal life in Christ commensurate with JourneyMates ministry policies and covenant; participation in JM ministry programs as assigned
- Continues learning and growing in areas of non-profit business operations and formational leadership

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### **Required Skills and Qualifications**

- Must be a follower of Jesus Christ and be engaged in a Triangle-based church community
- Agrees with JourneyMate Statement of Faith and Sexual Conduct Policy for JourneyMates Staff and Volunteers
- Bachelor's Degree preferred
- Minimum two-year experience with bookkeeping software and data management systems required
- Proven ability to work with others to plan, schedule, and execute projects to completion
- Proven capacities with technology/software applications (ie. Google Platform, SquareSpace, Zoom, CRMs and Quickbooks). Basic website development and social media experience preferred

**Compensation:** Average 15-20 hour range per week; \$20-22/hr- commensurate with hours and experience, benefits include paid holidays. Hourly, Non- Exempt.

**Working Conditions:** Availability to work regularly between the hours of 8:00-3:00 daily in a Triangle based home-office setting. Ability to travel for staff meetings and other JM events.

**Application Process:** Please pray and seek God about applying for this position. If you are led to do so, please send a cover letter and resume, with two references minimum, to [JoinUs.JourneyMates@gmail.com](mailto:JoinUs.JourneyMates@gmail.com).