



Part-time Administrator

Who we are: The Center: Mission Outside the Box is a mission initiative of the Presbytery of Baltimore. Founded by leaders of the presbytery in 2011, The Center envisions a world of just communities and thriving congregations. Our mission is to inspire and equip churches and individuals to engage boldly with their neighborhoods - to get involved where Christ's love and justice are already at work.

The Center works with local congregations as they discern how God is calling them to engage with their neighbors, and we host visiting groups from across the country for mission experiences. These groups are paired with our local partners to lend their hands and feet to ongoing community mission.

The Responsibilities:

- Registration and Visiting Group Support
 - Before the group arrives: filing forms, sending invoices; with the Assistant Director, answering questions from group leaders and parents, pulling t-shirts. Create leader and medical binders. Order and receive groceries.
 - Communicate miscellaneous details with groups - allergies, abilities, camp training meal needs, public transit, parking, etc.
 - After the group leaves: track security deposit refunds, clear out refrigerators, ensure building is cleaned.
 - Communicate with First and Franklin (the church where our dorm is currently located) about building use/sharing.
- Office Support
 - Manage Google Drive (seasonal cleaning/organizing).
 - Manage online calendars and registration forms.
 - Database maintenance and document shredding.
 - Coordinate fundraising and informational mailings
 - Financial record keeping and petty cash upkeep
 - Schedule building maintenance (coordinate with weekly cleaning service and yearly carpet cleaning)
 - Assist with local marketing events (with steering committee members and other staff at conference tables)

The Requirements: Successful candidates will be organized, detail-oriented, good communicators, and patient (as they will need to spend a good amount of time calling churches and requesting paperwork!). They will also be competent with Microsoft Suite and Google Drive, and have experience managing a database (experience with Salesforce a plus).

Summer offices are located at our dorm facility at 210 W. Madison Street. Fall-Spring offices are located at the Presbytery of Baltimore offices at 5400 Loch Raven Blvd.

Compensation: Part-time, 19 hours/week. \$16,500/year

Applications: Please send a cover letter, resume, and three references to The Center's Executive Director, Kate Foster Connors, either to

info@thecenterbaltimore.org

or

Rev. Kate Foster Connors
The Center
5400 Loch Raven Blvd.
Baltimore, MD, 21239