



The Voice Inc.

Director of Administration

HOURS: 5hrs/wk. (Internship/Volunteer – non-stipendiary), 6months - 1year commitment (renewable)

PURPOSE OF POSITION:

We are looking for an individual with a passion for Christian Faith Based Not for profit organization, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function as the administrative assistant would be to serve our president and executive director, overseeing all aspects of The Voice Inc.'s programs and coordinating all activities of the office, the primary function of the bookkeeper would be to record and oversee the financial aspects of the Chapel.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences.

The position is responsible for fostering communication within members of The Voice and at the board of director's meetings. The position manages The Voice important records such as meeting minutes and the organization's bylaws. Gives notice of all meetings and the distribution of materials such as agendas and meeting minutes. Acts as the custodian of The Voice records and maintains the upkeep and accuracy of all legal documents. This position reports directly to the Executive Director of The Voice Inc.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

The **administrative assistant** coordinates communication with members, the community, families and youth, and oversees all administrative duties.

1. Learn and support The Voice Inc's mission.
2. Prepare all weekly and other periodic publications (flyers, newsletters, and the annual report done in Publisher and website updates).
3. Manage incoming phone calls, mail, email, and office traffic.
4. Manage the organization database, and coordinate the organization's calendar.
5. Initiate and maintain ongoing relationship with members, staff, leaders, parents and volunteers through periodic meetings and communications.
6. Initiate and maintain ongoing relationship with our partner.
7. Keep accurate membership, attendance, and progress records.

The **bookkeeper** is responsible for the financial transactions of The Voice Inc.

8. Record the donations and making deposits at the bank.
9. Write checks to pay bills received.
10. Record all transactions in QuickBooks.
11. Reconcile bank statements against information recorded in QuickBooks.
12. Prepare all monthly financial statements for the board of director's meetings.
13. Prepare an annual financial report for inclusion in the annual report.
14. Record donations by individual and prepare an annual statement for each regular donor.
15. Send appreciation letters to individuals who have made donations.

QUALIFICATIONS:

1. Individuals applying for this position must have a passion for Christian ministry work, as evidenced by history of involvement in Christian organizations.
2. Bachelor's Degree or its equivalent, and 2+ years' experience in administration and bookkeeping.
3. Strong organizational, motivational, and communication skills; writing, computer, and accounting skills are imperative (MS Windows, QuickBooks, Word, Excel, Access, PowerPoint, Publisher, Outlook and Simple Church database software).

Application Process

Applications should be submitted via email to thevoicefingerprint@gmail.com

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).