



## Administrative Volunteer Job Description

### **Position Summary:**

The administrative volunteer serves as a business operations manager for I Choose Life Ministries (ICL Ministries). The administrative volunteer reports to the Chief Executive and Operating Officers and oversees budget and billing issues for ICL Ministries, as well as direct support for the CEO & COO.

### **Essential Duties and Responsibilities:**

- Helps to manages the annual budget for I Choose Life Ministries, including monitoring of expenses, allocations, transfers, and reports
- Oversees the purchasing and procurement activities for ICL Ministries to ensure compliance with applicable policies and procedures
- Serves as business operations manager for I Choose Life Ministries:
  - Coordinate Human Resources needs and projects for CEO and COO (timesheets, position searches/interviews, vacation approval, maintenance of organizational charts, etc.)
  - Coordinates all board-related activity and materials for the CEO, including preparation of reports, presentations and other related needs
- Direct support for CEO & COO:
  - Schedules appointments and meetings as appropriate; notifies participants of time, date, place, agenda items and other related information as necessary
  - Coordinates (or delegates coordination of) internal meetings, as appropriate, and arranges for meeting specifics
  - Coordinates travel arrangements for CEO & COO, including transportation, lodging, conference registrations, travel authorization and claim forms. Processes travel and expense forms for travel requests, registration payments, advances and expense claims
  - Provide management and support for special projects as needed for the CEO & COO
- Other duties as assigned

### **Education/Experience:**

- High school diploma or GED required
- One or more years of experience in youth development in community organizations is preferred

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has excellent writing and communication skills, is self-motivated, reliable, organized, thorough and timely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Other Abilities:**

- Must be able to read, write, speak and understand the English language.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Must demonstrate the ability to meet deadlines and submit reports to the CEO.
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively engage with a culturally diverse children and adult populations.

### **Physical Demands:**

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Environmental Conditions:**

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

### **Organizational Background Information:**

*I Choose Life Ministries (ICL Ministries) is a non-profit organization based on Christian principles designed to inspire, promote and equip the next generation of young men and women to make an impact in their personal life, communities and the world. ICL Ministries was designed to be a mentoring program based on Christian principles for underserved students ages 10 to 18 located in Delaware and Philadelphia county, PA. Our mission is to help these students become empowered through the knowledge of holistic health and awareness.*