



Child Evangelism Fellowship® of Omaha

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JOB DESCRIPTION

Title: Part-time Office Administrator

Reports to: Esther Beasley, Local Coordinator

Job Purpose Summary: To assist the director with managing and running the CEF office and teaching children the Good News of Jesus Christ through 5-Day Clubs®, Good News Clubs®.

Specific Job Duties:

Office Work:

- Assist with the publication and mailing of quarterly newsletters
- Manage various documents, including monthly stat reports and background checks
- Help with office organization using a variety of software programs
- Handle online giving, donation receipts and donor management
- Maintains supplies inventory by checking stock and anticipates needed supplies
- Support staff in assigned project based work.

Teaching

- Teach in the Good News Club program (*if needed*)
- Attend the Christian Youth in Action® camp to assist (*as needed*)
- Assist with the 5-Day Clubs program (*as needed*)

Minimum Requirements:

Spiritual qualifications: Be born again and have assurance of salvation. Have a good testimony at home and in the community. Be actively involved in a local church. Be doctrinally sound, agreeing with the CEF Statement of Faith. Have a concern for the spiritual needs of children and feel a sense of calling to this ministry.

Experience: Have experience working in an office, using Microsoft Office programs and have good personal communication skills. Excel coding would be an added benefit.

Training: Have completed or be willing to complete CEF's Teaching Children Effectively Level 1. (*Note: This is a 30-hour course which will be offered in Omaha during the coming year or may be taken online.*) Those without TCE 1 certification should expect to take ongoing training from CEF.

Skills/Abilities: Function as a team player who participates well in a group. Be able to communicate well in written work. Demonstrate organizational skills. Should strive to present a professional demeanor with a positive outlook, and represent the ministry well to the community.

Notice: We are looking for someone who can commit to holding the position for at least one year. We do reserve the right to terminate an employee with adequate notice upon unsatisfactory review by the director and local committee.