



JOB TITLE: Office Administrator

LOCATION: National Federation for Catholic Youth Ministry headquartered in Washington, D.C. This position is open to candidates in the Virginia/Maryland/D.C. metro area who can commute to NFCYM headquarters when required.

The National Federation for Catholic Youth Ministry, Inc., (NFCYM) is a non-profit institutional membership corporation founded in 1981. NFCYM's members consist of representatives from 150 Catholic diocesan ministry offices, 77 national ministry organizations, including Catholic universities, publishers and resource providers, religious communities, ministry training centers, and ethnic ministry organizations, and over 380 associate members who are involved in ministry at the local Catholic parish level. NFCYM's mission is to support and strengthen those who accompany young people as they encounter and follow Jesus Christ. NFCYM's programs and resources can be found at www.nfcym.org.

JOB SUMMARY

The Office Administrator is a full-time, exempt team member reporting to the Executive Director. The Office Administrator efficiently and strategically supports the day-to-day business, administrative, and financial operations while managing administrative tasks related to two grant-funded initiatives through collaboration with members and stakeholders. The Office Administrator is responsible for various duties, such as responding to inquiries, managing an online store, organizing meetings, carrying out administrative tasks, bookkeeping, and overseeing microgrant processes.

RESPONSIBILITIES

General

- Perform as a lay ecclesial minister of NFCYM in support of the spiritual and pastoral mission of NFCYM
- Act in accordance with Catholic morals and principles in one's professional and public life
- Additional tasks may be assigned, and job scope may change based on organizational demands

Specific

- Serve as the first point of contact for project participants, stakeholders, and interested parties
- Monitor phone lines and email accounts
- Update and maintain NFCYM's intranet SharePoint and resource web pages and links as required
- Manage corporate credit card purchases and allocations, process check requests, reconcile monthly checks, monitor expense reports, generate and track payment of invoices and membership dues, and work with the accountant to investigate and resolve any questioned expenses.
- Provide administrative support to the Executive Director and the board of directors and its committees, such as scheduling, planning, and coordinating meeting logistics, compiling materials, maintaining legal records, and preparing reports and presentations
- Assist with data entry and physical mailings related to membership, development, and grant-funded initiatives
- Oversee the distribution of project resources and program licensing processes and paperwork
- Manage inventory, packaging, shipping, and monthly allocations for the online store
- Manage the microgrant application process, generate grant agreements, oversee the distribution of grant funds, and communicate with grant recipients regarding reporting deadlines
- Assist with meeting logistics including, coordinating travel, accommodations, and venue for grant-funded initiatives
- Assist NFCYM meetings and events with pre-event packing, exhibits, and onsite support

PHYSICAL/MENTAL REQUIREMENTS

Requires coordination and manual dexterity, standard mental and visual ability, and ability to lift as required in a regular education and office environment



REQUIRED ACTIVITIES

Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and keyboarding

BASIC QUALIFICATIONS

- Knowledge of and commitment to the mission of NFCYM and the Catholic Church; be in full communion with the Church
- Ability to prioritize, manage multiple short and long-term projects within budget
- Experience in customer service and administrative support
- Knowledge of financial management and ability to manage financial transactions
- Excellent human relations and interpersonal skills, organization, initiative, and team-building abilities
- Ability to complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require a quick response
- Cultural competence in diverse Catholic settings
- Punctuality is required, with an availability to travel and work irregular hours, including weekends
- Ability to work independently and provide creative and effective solutions
- Successful completion of criminal history and background check
- Professional appearance
- Proficiency in written and spoken English (Spanish preferred)

SKILLS AND KNOWLEDGE

- Competency in building relationships, critical thinking, and problem-solving
- Strong copywriting, editing, and communication skills (written, verbal, graphic, presentation)
- Exceptional organizational skills and attention to detail
- Strong event planning skills, including timelines, milestones, deadlines, and logistics
- Proficiency in project and database management software, communication tools such as Microsoft Office Suite, WordPress, and MailChimp.

EXPERIENCE

- Minimum of two to three years in professional administrative roles
- Experience working as a first-line administrator in a non-profit organization, Catholic parish, or similar structure

EDUCATION

- A bachelor's degree in business, public administration, or a related field from an accredited institution or equivalent work experience

WHAT NFCYM OFFERS

NFCYM offers a comprehensive benefit package including medical, dental, life insurance, vision, retirement savings plan, and the opportunity to work in a collaborative, mission-driven culture that is committed to empowering young people to live as missionary disciples.

HOW TO APPLY

To be considered for this position, please send your resume, cover letter highlighting relevant experience, your desire to advance the mission of NFCYM, and salary requirements to employment@nfcym.org. Applications will be accepted until position is filled. The ideal candidate could begin by April 1, 2023.