



OFFICE COORDINATOR

Position Description

This position is ideally filled by an individual who will join Richmond Hill's residential community. S/he will welcome the opportunity to serve as the first contact for many guests, while internally providing basic organizing and office support to all staff. A willing commitment to Richmond Hill's mission and firm knowledge of office procedures will flourish in this role.

RESPONSIBILITIES/DUTIES

[Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities/duties.]

- Maintain order within the front office, reception desk, mail room, and copier areas
- Staff the front office: answering phones, responding to the door buzzer, directing guests, and assisting visitors with questions
- Recruit and manage coverage of the round reception desk by trained volunteers
- Sort and distribute mail; provide for its daily collection by or delivery to post office
- Monitor and forward or reply to info@RichmondHillva.org email box
- Oversee the contract, maintenance, paper needs, reporting, and repair of the copier
- Assist with the entry of guest cards into Richmond Hill's Salesforce database to capture retreat attendance, volunteer activity, and participation in Richmond Hill programming
- File and maintain any required paper documentation/copies
- Maintain Richmond Hill's comprehensive Google calendars
- Order supplies for use in the office and in the chapel and for worship
- Other expectations:
 - Attend weekly core or all staff meetings, currently Tuesdays at 10:30a
 - Attend or support Richmond Hill's special events, as appropriate and able
- These duties require the ability to:
 - Frequently operate a computer and other office productivity machinery, such as a calculator, copy machine, or fax
 - Remain in a stationary position up to 50% of the time

COMMUNITY COMMITMENT

This individual will live on the premises and participate in the life of the Community as outlined in these documents: Resident's Letter of Understanding and the Residential Community Handbook. A commitment of three years is preferred.

HOURS/SCHEDULE

Full-time, up to 40-hours per week: scheduled with Manager; independently tracked; to include Tuesday – Friday from 9:00a – 5:00p, plus a minimum of 5 additional hours; observant of Monday as the residential community's Sabbath. Any time-off is earned and taken in accordance with the Residential Community Handbook.

POSITION CLASSIFICATION

This position is filled by a member of the Residential Community; compensation is via stipend and will generate a W-2 following the end of the calendar year.

DESIRED START DATE

Fall 2021

COMPENSATION

Employees and residential community members share a deep commitment to Richmond Hill's mission. Their skills, experiences, and capabilities regularly exceed the compensation Richmond Hill can supply. Consequently, the salary (employees) and **stipend** (residents) levels are modest.

Available benefits are generous and do include full-funding of health, vision, and dental insurance; employer-sourced contributions to a 403B retirement plan; paid holidays and vacation; meals on site; an apartment; and an historic and sacred workplace.

Richmond Hill does not provide relocation expenses.

QUALIFICATIONS

The following list characterizes the knowledge, skill, and ability that will allow an individual to satisfactorily fulfill this position's responsibilities/duties.

- High school diploma or equivalent, though undergraduate degree preferred
- Proven prior experience in a similar role (or equivalent)
- Great customer service and interpersonal skills
- Strong written and verbal communication skills
- Organized and attentive to details, with the ability to prioritize and multi-task
- Reliable, with patience and professionalism
- Proficiency with Microsoft Office products and Google platforms
- Experience operating basic office equipment (multi-line phone, copier, fax)
- Respect for diversity; ability to work effectively in an ecumenical environment with people from different backgrounds

TO APPLY

It is Richmond Hill's intention to have this role filled by a member of the residential community. Answering a call to live in community is an intentional process requiring mutual discernment between the applicant and Richmond Hill—and can take one to three months to complete.

To express interest in this role and the opportunity to live in community at Richmond Hill, please send a cover letter and resume to apply@richmondhillva.org. Richmond Hill will accept submissions until this position is filled.

NOTE: Should Richmond Hill deem this position cannot be satisfactorily met by a candidate interested in residency, it will consider non-residential applicants.