



FRONTERA DE CRISTO BINATIONAL BORDER MINISTRY

826 11th Street, Douglas, AZ 85607

(520) 364-9257

fronteradecristo.org

JOB DESCRIPTION: OFFICE ADMINISTRATOR

Frontera de Cristo (FDC) is a 501(c)3 non-profit organization located in Douglas, Arizona, that is working to build relationships and understanding across borders. As one of five ministry sites of the Presbyterian Border Region Outreach, Frontera de Cristo works with presbyteries, churches, and secular organizations on both sides of the US/Mexico border to do justice, love mercy, and walk humbly with God.

The Office Administrator supports the daily operations of Frontera de Cristo, with responsibilities in the areas of education, immigration advocacy, and office administration. This is a full-time, 40-hour per week position, reporting to the US Coordinator, and responsible to the US and Mexico Coordinators and the FDC Board of Directors. To apply for this position, please send cover letter, resume, and contact information for three professional references to mark@fronteradecristo.org. This position is in our office in Douglas, Arizona.

QUALIFICATIONS

- Bilingual in English and Spanish: ability to communicate effectively verbally and in writing in both languages;
- Demonstrates personal qualities of initiative, integrity, and honesty;
- Experience and demonstrated ability in interpersonal and intercultural relations;
- Ability and desire to work with binational teams and to cross borders; must possess valid passport that enables individual to move easily across the US/Mexico border;
- Ability and interest in working collaboratively with culturally, politically, economically, and religiously diverse churches, organizations, and individuals;
- Proficiency in or ability to learn Microsoft Office (Word, Excel, Publisher, and Access); QuickBooks; Constant Contact; and G-Suite;
- Supportive of the mission, vision, and values of Frontera de Cristo and Presbyterian Border Region Outreach (presbyterianborder.org).

DUTIES AND RESPONSIBILITIES

1) Office Support

Office Administration

- Banking/check writing/accounting: make bank deposits every Friday; write checks in QuickBooks; record check writing and bank deposits in QuickBooks;
- Send monthly financial reports to the Treasurer and Coordinators by the first week of each month;
- Send IRS Payroll Reports: January, April, July, and October;
- Work with Treasurer to fill out W-2 and 1099 forms by January 15.

Communications

- Prepare monthly thank you letters to donors—format, address (MS Word mail merge), print, and mail all letters (making sure the US Coordinator has a letter to you by the 28th of each month);
- Support Frontera de Cristo Board of Directors—mail minutes of previous meeting, latest financial statement, reports, and proposed agenda at least one week prior to each meeting. Translate the information into both languages;
- Send letters to ECO and DMS donor churches.

Database

- Keep Access database up-to-date, adding and deleting names and contact information as needed; correcting addresses from returned newsletters and other mail;
- Maintain and update Constant Contact database;
- Maintain record of FDC Board Minutes and Reports.

Daily Office Operations

- Pick-up and sort mail from post office;
- Communicate with cleaning person about specific needs;
- Organize the recycling for the office: plastic, newspapers, cardboard and office paper;
- Keep inventory of office supplies up-to date;
- Maintain and improve the filing system;
- Keep maintenance of office equipment current;
- Manage the organizations material donations and coordinate appropriate distribution.

2) Support to Mission Education, Just Trade Center, and Southern Border Communities Coalition

Creating, Maintaining, and Updating Mission Education Materials

- Work with Mission Education Ministry Team to update Mission Delegation Manual by November of each year;
- Create promotional materials for the mission education and just trade center ministry, including but not limited to: Mission Delegation Opportunities, Border-to-Border Delegation, Immigration and the Churches' Responses Workshops, Internship Opportunities etc;
- Coordinate, produce, and mail hard copy newsletter twice a year (July and late November/December);
- Coordinate, produce, and send monthly FDC ministry e-letters;
- Work with Webmaster and Coordinators to keep Web site up to date;
- Update the Facebook page at least 5 times a week.

3) Support to Mission Delegations and JTC Border-to-Border Delegations (coordinate the programming, hospitality, orientation, and facilitation)

Preparation

- Coordinate details and dates with delegation leaders;
- Check dates at weekly FDC meeting;
- Create tentative schedule at least a month before arrival; send to group for approval;
- Contact partners at least a month before to confirm;
- Send confirmed tentative schedule to all partners at least a week before arrival;
- Confirm with office manager the meal/housing schedule and give checks/money to partners a week before arrival of delegation;
- Send email to all participants a week before with info re: weather, packing and Bible Reflections prep sheet (for church groups), FDC Website and Facebook page, etc;
- Create delegation packets.

Post Trip

- Within a week after departure, send a thank you email to the group participants with their evaluation attached and ask them to share any thoughts that they have had post-trip;
- Create or request someone in the group to create a video interpretive slide show of their experience;
- Scan reflections/evaluations;
- Compile the evaluations and share with group leaders;
- Set up a Skype call between the group and the coordinators a month after their departure and check in how they are doing with their "Now What?" commitments.

4) Manage the Love Mercy, Do Justice Ministry

- Maintain relationships with current partners and assist in creating new partnerships;
- Ensure partners' coffee supply is stocked.

5) Provide support (as anchor organization) to the Southern Border Communities Coalition (southernborder.org)

6) Other duties as assigned