

**FRONTERA DE CRISTO**  
**www.fronteradecristo.org**  
**RESPONSIBILITIES OF OFFICE MANAGER**  
**25 hours a week**

**Staff the Douglas Office**

**Phone Communications**

- Answer Phone
- Take Messages
- Direct Callers to Appropriate Personnel if needed
- Check Answering Machine, Take messages and return calls

**Post Office**

- A) Pick-up and Sort Mail Daily
- B) Sort in the following categories
  - a) Checks: open, make copies, and place in deposit envelope
  - b) Bills: place in bills folder
  - c) Mail Addressed to staff, interns, board etc
  - d) Magazines, Newspapers, other Periodicals
  - e) Advertisements, Sales Papers, Junk Mail

**Bank/CheckWriting /Accounting**

- A) Deposit checks every Friday into two accounts
- B) Make a record of deposits in Excel each month
- C) Deposit payments of Micro-Credit Ministry in bank at the  
End of each month
- D) Write checks using QuickBooks
- E) Send monthly Financial report to the treasurer and coordinators by the first  
Week of each month
- F) Send IRS Payroll Reports: January, April, July and October
- G) Work with Treasurer to fill out W-2 forms by January 15.

**Communications**

- A) Monthly Thank You Letters
  - Make Sure US Coordinator has a letter to you by the 28<sup>th</sup> of each month
  - Format, Address, Print Out, and Mail All letters
  
- C) 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.
  - Make sure the information is translated into both languages
- D) Yearly mailings to Presbytery de Cristo
- E) Letters to ECO and DMS donor churches

### **Keep Office supplied, in order and clean**

- Communicate with Cleaning person about any specific needs
- Organize the Recycling for the office: plastic, newspapers card board and Office Paper
- Keep inventory of office supplies up to date
- Maintain and improve the filing system
- Keep maintenance of office equipment current
- Coordinate material donations

### **Data Base**

- Keep data base up-to-date adding and deleting as needed.
- Correct addresses from returned newsletters and other mail
- Maintain and update Constant Contact Data Base

### **Notebooks**

- A) FDC Board Minutes and Reports
- B) Newspaper/Magazine Articles regarding border issues

### **Make Copies**

### **Other duties as assigned**

### **Migrant Resource Center Support**

- A) Manage MRC email account
- B) Manage MRC Facebook page
- C) Communicate with NMD Tucson about incoming volunteers and MRC happenings
- D) Communicate directly with incoming volunteers and secure their housing, transport, schedule and other logistics
- E) Recruit for monthly article or update for the Frontera de Cristo newsletter
- F) Coordinate with MRC coordinators re: thank you notes to donors
- G) Work with MRC Treasurer to prepare finance report to the monthly consejo meetings;
- H) Pay phone, electric and water bills for center fulfilled
- I) Purchase and stock toilet paper, mayo, coffee, beans, dish soap, hand soap and napkins in the center (and other things as needed)
- J) Make and stock copies of all forms in the center
- K) Manage garage and incoming donations
- L) Organize transport of donations to center as needed

## **Qualifications**

Bi-lingual English/Spanish

Proficiency in or ability to learn:

Micro-soft Word, Excel, Publisher, Access  
QuickBooks, Constant Contact

Ability and desire to work with bi-national team and to cross borders

Have experience and demonstrate ability in interpersonal and intercultural relations

Respect for the mission, vision and values of Presbyterian Border Region Outreach and Frontera de Cristo

## **Benefits**

\$12.50 per hour (base)

Flexible work hours

2 weeks paid leave per year (eligible after eight months of employment)

10 Paid Holidays

Yearly Board/Staff/Family Retreat

Supportive Binational Team

**Contact: Mark Adams**  
**US Coordinator**  
**520.364.9257**

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**Joca Gallegos**  
**Mx Coordinator**  
**864-517-4799**

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**Send Resume to: Frontera de Cristo**  
**Attn. Office Manager**  
**826 E. 11<sup>th</sup> Street**  
**Douglas, AZ 85607**

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