



Description Date: July 22, 2025
Position Title: Office Manager
Location: 526 Jamestown Road
Status: Part-time, In-Person
Hours: 20 hours/week
Pay: \$22,000 - \$24,000 Salary
Reports to: Director (Campus Minister)

## Office Manager – Application Instructions & Job Description 2025

The Wesley Foundation at the College of William and Mary in Williamsburg, VA, is seeking a highly organized and motivated Office Manager to support our vibrant campus ministry. Rooted in a mission of radical love and hospitality, the Wesley Foundation serves as a spiritual home for students through worship, fellowship, and service.

The Office Manager is a key administrative leader responsible for the smooth and efficient operation of the Wesley House. Working closely with the Director (Campus Minister) and the Board of Directors, this individual provides vital organizational, clerical, and technical support. The ideal candidate is personable, detail-oriented, and proficient in managing office systems, communication platforms, and financial records.

To apply for this position To apply, send a cover letter, resume and two references to the Wesley Board Personnel Committee: [johndunning@cox.net](mailto:johndunning@cox.net).

### Key Responsibilities:

#### A. Administrative Support:

- Welcome and assist visitors to the Wesley Foundation
- Manage correspondence, emails, and phone communications
- Maintain accurate databases for Outreach and Development (Alumni, Friends, Supporting Church/Church Groups, etc.)
- Coordinate website content and integration with ministry programs (sign-up forms, newsletters, donations, building use, etc.)
- Keep records updated, including by-laws, board roster, email lists, ministry program events, committee assignments, and other records as directed
- Attend and assist at board meetings when possible
- Provide administrative support to the Director when needed

#### B. Clerical Support to the Finance Committee and Treasurer:

- Send invoices in a timely manner for rent, parking permits, building use rental, etc.
- Maintain petty cash receipts and disbursements
- Receive and process donations, invoices, and other financial documents
- Work with the treasurer to communicate with the Virginia Conference Business Office

- Process funding and reimbursement requests
- Maintain donor database
- Create and send donation acknowledgements and end of year tax statements

**C. Wesley House Management Support:**

- Oversee administrative aspects of the Student Resident Program
- Assist with applicant interviews alongside the Director and Property Committee Chair
- Review and revise the lease document for each semester
- Generate and track rent and parking permit invoices for fall, spring and summer semesters
- Maintain and update the Resident Handbook (emergency contacts, chores, policies, etc.)
- Support the Board Food Exchange Liaison by recording and organizing food donation information

**D. Coordinating general operations of the Wesley House:**

- Order and track office, ministry and house supplies
- Coordinate routine and emergency maintenance service
- Request janitorial services as needed
- Overseeing use of Wesley House parking lot

**Knowledge, Skills, and Abilities:**

1. Minimum of two years of experience in management office administration
2. Strong customer service and interpersonal skills
3. Strong oral and written communication skills
4. Proficiency with Microsoft Office Suite, Google Drive, and QuickBooks
5. Ability to maintain confidentiality and exercise discretion
6. Friendly, approachable, and proactive work ethic
7. Ability to multi-task
8. Highly motivated
9. Basic math skills and accurate record keeping are required

**Nature of Work Environment:**

- Sedentary to light physical effort; must occasionally lift or move items up to 15-20lbs
- Normal office hours are Monday-Friday 10am-2pm, with flexibility upon approval