

Adventist Historic Properties, Inc.  
Adventist Heritage Ministries

12501 Old Columbia Pike  
Silver Spring, Maryland 20904



Adventist Heritage Ministries  
Heritage Shoppe

411 Champion Street  
Battle Creek, Michigan 49017

## **JOB DESCRIPTION**

### **Office Manager Historic Adventist Village, Battle Creek, MI**

#### POSITION SUMMARY

The Office Manager position is a part-time position.

The Office Manager reports directly to the HAV Site Director and is responsible for managing and coordinating the Historic Adventist Village business functions for the purpose of supporting the organization's goals and objectives.

The Office Manager position has five separate but related goals:

1. To provide a welcoming, hospitable environment and spiritually rewarding learning experience for visitors through activities and guided tours of the village.
2. To coordinate and manage the office operations for HAV and to report twice yearly to the AHM Board. This would include financial and organizational functions.
3. To create and oversee events and activities that will generate interest in the Village. These could include school field trips, Pathfinder events, local church events, etc.
4. To coordinate the Village event calendar and reservations.
5. To seek in unobtrusive ways to provide visitors with an opportunity to contribute financially to the operation and upkeep of Adventist Heritage Ministries, plus invite them to provide their name, postal mailing address, and email address to receive the *AHM Bulletin*, if they are so inclined.

#### OFFICE DUTIES AND RESPONSIBILITIES

- General bill paying and bookkeeping duties, working with our accountant.
- Maintaining records for the office, writing letters, etc.
- Coordinating reservations, events, out-of-town guests.
- Answering phone calls and requests for information.
- Filling in as tour guide.

- Filling in for Heritage Shoppe on occasion.
- Coordinating volunteers.
- Overseeing the cleaning of Village houses and buildings.
- Arranging housing for volunteers and out-of-town board guests.
- Maintaining good working relationships with vendors, contractors, volunteers, and local government.
- Watching for public relations opportunities.
- Monthly reporting to accountant and Site Director.

#### QUALIFICATIONS

- Must be a firm supporter of the Seventh-day Adventist Church and in harmony with the objectives of Adventist Heritage Ministries.
- Have management and simple accounting experience.
- Have good interpersonal skills.
- Have knowledge of Adventist History.

The list above is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the AHM Board or the Executive Committee or Executive Director from assigning specific duties not listed if such duties are a logical assignment to the position.