

# Office Administrator

## ROLE INFORMATION

**POSITION TYPE:**  Volunteer  Full Time, Exempt  Part Time

**TEAM:** Survivor Services

**TIME COMMITMENT:** **Monday-Friday, approximately 5-6 hours per day; 29 hours per week**

**IN-OFFICE/REMOTE:**  In-Office  Remote

**FAITH REQUIREMENT:** Active Christian faith required — statement of faith required to apply

## ABOUT RESET180

Reset180 is a Virginia-based 501(c)(3) Christian organization primarily operating in Northern Virginia. Reset180's mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted. We walk alongside survivors with trauma-informed care, advocacy, and wrap-around support — pursuing justice in our community and within the systems that affect those we serve.

**Reset180 is a Christian organization. Active faith in Jesus Christ is a non-negotiable requirement for every member of our team. All applications must include a personal statement of faith. Applications submitted without a statement of faith will not be considered.**

## GENERAL ROLE DESCRIPTION

The Office Administrator is the operational backbone of Reset180 — the person who keeps the organization running smoothly from the inside out. This is a part-time role, structured across five days per week to ensure consistent daily presence for office operations, finance, and staff support.

This role carries responsibility across five key areas: finance and accounts payable, office operations, HR administration, recruitment and onboarding, and development support. We are looking for someone who is organized, warm, proactive, and mission-aligned — someone who takes pride in running things well so that the rest of the team can focus on serving survivors.

*This is a primarily in-person role. The daily presence of this person is essential to the smooth functioning of the Reset180 office. While this is an office-based role, needs of the mission may require supporting program teams during a crisis response, as determined on a case-by-case basis.*

## KEY RESPONSIBILITIES

### **1. Finance & Accounts Payable**

- Receive, log, and deposit checks in accordance with internal financial controls.
- Issue checks to vendors, staff, and contractors following established approval processes.
- Work closely with the finance team to ensure accurate and timely processing of all transactions.
- Maintain organized financial records and support audit readiness.
- Track and reconcile petty cash and office expense accounts.

- Track pledges in Bloomerang, import online contributions into Bloomerang and enter ACH contributions into Bloomerang

## 2. Office Operations

- Manage incoming and outgoing mail and packages.
- Answer and direct the main phone line with professionalism and warmth.
- Welcome and host guests, donors, partners, and clients — ensuring a hospitable and professional environment.
- Maintain a clean, organized, and well-supplied office.
- Manage vendor relationships for office supplies, equipment, and facilities.
- Coordinate office logistics for internal meetings and events.

## 3. HR Administration

- Maintain accurate and confidential personnel files for all staff.
- Prepare and process employment paperwork including offer letters, contracts, and separation documents.
- Track HR compliance deadlines including performance review cycles, policy acknowledgments, and required training.
- Support benefits administration and serve as the first point of contact for staff on HR process questions.

## 4. Recruitment & Onboarding

- Manage the administrative side of recruitment: post positions on job boards, track applications, and coordinate interview scheduling.
- Prepare onboarding materials and coordinate logistical elements of new hire onboarding — equipment, accounts, paperwork, and first-day orientation.
- Coordinate background checks, reference checks, and other pre-employment requirements.
- Serve as the administrative point of contact for volunteer and intern intake — applications, onboarding documents, and scheduling.

## 5. Development & Event Support

- Assist the development team with donor communications, mailings, acknowledgment letters, and data entry.
- Support event logistics for fundraisers, community events, and organizational gatherings.
- Help coordinate vendors, materials, and day-of event operations.
- Maintain donor and contact records in the organization's CRM or database.

## QUALIFICATIONS AND REQUIREMENTS

### Required

- Active Christian faith and full alignment with Reset180's mission, values, and faith-rooted organizational culture. A personal statement of faith is required with your application.
- 2+ years of experience in an administrative, operations, or office coordination role.
- Strong organizational skills with excellent attention to detail.

- Warm, professional, and hospitable demeanor; you take pride in making people feel welcomed and cared for.
- Comfort handling financial processes and personnel information with confidentiality and integrity.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Ability to manage multiple priorities in a fast-paced, mission-driven environment.
- Availability to work Monday through Friday, in-person, approximately 5–6 hours per day.

#### **Preferred**

- Experience in a nonprofit, ministry, or social services setting.
- Familiarity with QuickBooks or similar accounting and accounts payable tools.
- Experience supporting HR functions including onboarding and personnel records management. Familiarity with CRM or donor database systems.

### **FAITH, CULTURE & OUR CHRISTIAN IDENTITY**

Reset180 is a Christian organization in the fullest sense. Our mission to serve survivors of human trafficking is inseparable from our identity as followers of Jesus Christ. Faith is not a program add-on, it is the foundation of everything we do and how we do it. All Reset180 staff — including part-time staff — are expected to:

- Be active followers of Jesus Christ with a personal, living faith.
- Participate in the spiritual rhythms of our team, including daily devotionals, prayer, quarterly gatherings, and annual spiritual formation activities.
- Embrace and reflect Reset180's Christian values in their work and conduct.
- Submit a personal statement of faith as part of the application process.

We are a team that prays together, believes God is present in this work, and draws strength from our shared faith. We want every person who joins Reset180, full-time or part-time, to be fully at home in that culture.

### **COMPENSATION & BENEFITS**

Hourly rate of \$20 to \$25 is commensurate with experience. As a part-time employee, this role includes the following benefits:

- Paid Time Off — accrued per Reset180 handbook, beginning at 70 hours at year one
- Paid sick leave — accrued in accordance with Virginia law
- Paid federal holidays when falling on a regularly scheduled workday
- Workers' Compensation coverage
- Participation in all Reset180 spiritual formation activities

### **SAFEGUARDING & EMPLOYMENT STANDARDS**

Reset180 holds strict safeguarding principles and a zero tolerance policy toward any violations of our Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence and role-specific criteria, subject to

assessment of value congruence and thorough background, reference, and criminal history check processes.

Reset180 is committed to building a diverse workforce through fair and equitable employment practices and welcomes applicants of any race, color, age, sex, or marital status. While we welcome everyone into this work, we believe this work is God's work, and we practice spiritual disciplines together as a team. Reset180 therefore legally requires, under Section 702 of Title VII of the Civil Rights Act of 1964, that all employees practice a mature, orthodox Christian faith as defined by the Apostles' Creed.

*All employment offers are contingent upon successful completion of a background check, criminal history clearance, and thorough reference review.*

### **TO APPLY**

**Email Resume, Cover Letter, References, & \*Statement of Faith in one document to [careers@reset180.com](mailto:careers@reset180.com).**

#### **\*What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Reset180. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

[Mission, Faith Statement, and Strategy](#)

<https://reset180.com/mission-faith-statements>

<https://reset180.com/our-work>