

Manager of Ministry Administration Shobi's Table

Job Description:

The Director of Ministry Administration will be responsible for the behind the scenes business infrastructure of Shobi's Table, ensuring the day-to-day ministry runs smoothly. Regular duties will include bookkeeping, business management, and communications. As with all Shobi's Table employees, this person will also work in the kitchen and on the catering team. This is not a typical administrative job that is always in an office. This is a unique opportunity to be both building and maintaining the infrastructure of the ministry, as well as being on the ground in the kitchen, serving and building relationships with the people. You will be part of a team that practices love made edible and tangible on a daily basis.

Requirements and Qualities:

- AA degree or higher.
- Ability to be self-directed.
- Experience and proficiency in Quickbooks, or the ability to quickly learn.
- Proficient and/or a quick-learner in web-based platforms, particularly Google Drive (Docs, Sheets, etc.), Canva, SignUpGenius, etc.
- Clear and effective communications skills, particularly in writing.
- Good time management skills.
- Experience and/or desire to learn grant writing.

Duties:

- Bookkeeping
 - Maintaining all transactions and budgets in Quickbooks
 - Monthly finance reports due to the board
- Business management
 - Truck management (navigating mechanics, repairs, etc. - no experience necessary)
 - Paperwork and payment for licenses, accounts, etc.
- Communication logistics
 - Website - updates and maintenance, blog posts
 - Social Media - updates and ads
 - Advertising - creating and posting ads.
 - Newsletters
 - Mailings
- Grant writing team
- Kitchen duties as assigned in the All Staff Description
- Attend monthly staff meetings
- Other duties as needed and assigned.

Hours:

- The MMA can expect to spend about $\frac{2}{3}$ of their time in the office and $\frac{1}{3}$ of their time in the kitchen. This may fluctuate from week to week, depending on scheduling and administrative needs.

Sample Current Schedule:

- Monday - 9am-4pm (office work, help with menuing)
- Tuesday - 8am-4pm (kitchen prep, lunch service, office work)
- Wednesday - 9am-5pm (office work, possible cater day)
- Thursday - 8am-4pm (kitchen prep, lunch service, office work)
- Friday - 8am-4pm (office work OR kitchen prep, lunch service, office work)
- Sat/Sun - off (unless a cater event is scheduled. If so, other hours during the week will be shortened to compensate)
- Possible Schedule Shift: Kitchen shifts may be led on a rotating basis between staff members.

Wage and Benefits:

- \$40,000/year salaried
- PTO accrual (includes sick and vacation time)
- Benefits - health insurance for employee OR compensation package, to be negotiated.
- Paychecks will come twice a month.

Reports to:

- (main) Director/Mission Developer - Kari Olsen
- Director of Evangelical Mission - Justin Grimm
- Shobi's Table Board of Directors

Locations:

- Kitchen at Christ on Capitol Hill, 105 University Ave West, St Paul, MN 55103
- Serving Sites at Bethlehem in the Midway, Faith Lutheran in Frogtown, and at the Capitol.
- Caterings - varied around the Twin Cities Metro

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