



Volunteer & Office Manager

Prison Alliance began in 1996 and serves more than 1,300 prisons. Prison Alliance impacts God's Kingdom by sharing the gospel with the incarcerated and discipling them through correspondence Bible studies. We provide God's word through Christian books, Bibles, Bible studies, CDs, DVDS and tracts.

Position Overview:

The **Volunteer & Office Manager** plays a vital role in supporting Prison Alliance's mission by managing our volunteer program and ensuring the smooth operation of the office. This dual-role position requires a hospitality mindset, strong organizational abilities, and a passion for ministry.

- **Volunteer Management:** Recruit, train, and coordinate volunteers to effectively support the ministry's outreach and operations.
- **Office Management:** Oversee day-to-day administrative functions, ensuring a welcoming and efficient office environment.

This role involves collaboration with various departments, excellent communication skills, and the ability to juggle multiple priorities effectively.

Duties/Responsibilities:

Volunteer Management

- Recruit, onboard, and schedule volunteers for ministry programs and events.
- Develop and deliver training programs, including educational sessions, Bible/book drives, and group service activities.
- Coordinate and host volunteer events, including occasional after-hours or weekend activities.
- Maintain accurate volunteer records and establish clear communication processes.
- Foster relationships with local churches, civic groups, and other organizations to grow the volunteer base.
- Organize volunteer recognition initiatives to celebrate and encourage contributions.
- Provide regular updates to staff about volunteer activities and their impact.

Office Management

- Oversee the office environment to ensure cleanliness, functionality, and a welcoming atmosphere.
- Manage office supplies and maintain inventory, ensuring timely ordering and replenishment.
- Coordinate outsourced services, such as cleaning, IT, and marketing support.
- Process donations, ensure accurate receipting, and prepare acknowledgment letters.
- Maintain office systems, including phone and communication tools.
- Provide administrative support to the Leadership team.

Experience Requirements:

- Bachelor's degree preferred.
- 3–5 years of experience in volunteer coordination and office management, preferably in a nonprofit or faith-based setting.
- Proven ability to manage teams or groups effectively, with demonstrated leadership skills.

Working Conditions:

- Regular hours: Monday–Friday, 8:30 AM–5:00 PM.
- Flexibility to work occasional evenings and weekends for volunteer activities.
- Compensatory time provided for hours worked beyond the standard schedule.

Qualifications and Core Competences required:

- Strong interpersonal and communication skills, both verbal and written.
- Highly organized, detail-oriented, and capable of managing multiple priorities.
- Proficient with office tools and willing to learn new technologies as needed.
- Positive, proactive, and solution-oriented approach to challenges.
- Alignment with Prison Alliance's mission and values.

Compensation:

- Salary: \$50,000–\$55,000 annually, based on experience and qualifications.
- Vacation: Four weeks (20 days) of accrued paid vacation annually.
- Retirement Plan: Employer matches up to 3% of salary.

To Apply:

If you are passionate about using your skills to make an eternal impact, please send your resume and cover letter to timc@prisonalliance.org.