



## **GCCC Office Manager**

The Gerholz Center for Christian Counseling, a ministry of First Presbyterian Church of Flint, provides accessible and affordable counseling services to individuals, families, and groups throughout Flint and the surrounding communities. Rooted in compassion, faith, and clinical excellence, our mission is to walk alongside those facing emotional, relational, and mental health challenges. We invite you to join a collaborative and mission-driven team of professionals who are deeply committed to supporting healing, growth, and resilience in the communities we serve. If you are passionate about providing meaningful care and want to be part of a dynamic, supportive environment, we encourage you to apply and become part of our work in transforming lives and strengthening our community.

**Salary Range:** \$39,000 - \$48,025

### **Administrative Responsibilities**

- Supervise any future support staff;
- Support the Director in planning the annual staff retreat;
- Process Per Diem timesheets;
- Balance and close daily journal / take bank deposit to safe;
- Oversight of approved expenditures;
- Maintain petty cash;
- Maintain communication with computer vendor;
- Provide computer training oversight;
- Provide computer update oversight;
- Provide computer maintenance oversight;
- Produce month end production report;
- Meet weekly with the Director.

### **Clerical Responsibilities**

- Provide comprehensive clerical help as needed;
- Schedule client appointments and screenings using an electronic health record system;

- Participate in creating and maintaining the Center form letters;
- Maintain business files and correspondence;
- Open and distribute mail;
- Attend Gerholz Committee meetings.

### **Miscellaneous**

- Monitor the physical maintenance and cleaning of Center; be the line of communication to the maintenance staff;
- Maintain client confidentiality, provide education and monitor HIPAA standards and all its components;
- Order supplies and toys as needed;
- Maintain GCCC library;
- Arrange and coordinate special staff celebrations;
- Provide support for fundraising activities;
- Conduct initial client calls;
- Orient new clients;
- Maintain counselee waiting list.

### **Position Requirements**

- Associates degree preferred with a minimum of one year work experience.