

## OFFICE ENGAGEMENT MANAGER

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### Job Identification

Title: Office Engagement Manager  
Department: Business Administration / Office Management  
Name of Supervisor: Nicole Thompson, President  
Date of Job Description: 16 October 2020

### Description of Firm

Station 19 Architects, Inc. is a Planning, Architecture and Interior Design firm located in Minneapolis, MN. We are a firm whose primary focus is “Serving Growing Quality Ministries...Together.” We have served over 700 ministries nationally for over 40 years. Our work consists of new buildings, additions, remodels and “refresh” projects.

### Job Summary

The position of the Office Engagement Manager is to bring administrative excellence and to engage the office through his/her style, effort and focus! We are looking for someone to support in growing our business with a passion for marketing & communications support and to facilitate relationships between employees and partners of the company, and clients and vendors. We are looking for a person who can create energy and who is detailed to ensure that the organizational and business administration policies are being carried out for the company. This person is responsible and must be service oriented as demonstrated by spreading kindness and actively looking for ways to support co-workers and have a willingness to be a team player and do “whatever it takes” to get the job done. The Office Engagement Officer is the support system to all the Architects, Interior Designers and Designers in the firm. This is a full-time position (40 hours / week).

### Essential Functions

- Support in Marketing by creating proposals, web maintenance & regular social media posts.
- HR coordination including new hire/termination maintenance, employee recordkeeping upkeep, and etc.
- Maintain and assist in insurance: Health, Dental, Life, LTD, Professional Liability, Retirement plan and Business Owners.
- Maintenance of the Architectural licenses in various states for corporate and individual.
- Front desk admin work: greeting clients, answer phones, word processing as needed, receive and create deliveries, bank deposits, vendor coordination and maintain office supplies.
- Assist in office organization.
- Assist in writing client contracts
- Some event planning and set up / clean up for client meetings.
- Set up Lunch and Learn seminars for the Design Team
- Lastly, to do “whatever it takes” to support the Team.

**Knowledge, Skills, Abilities, and Personal Characteristics**

- Knowledge of faith-based terminology and issues.
- Skills in Mac, Adobe (InDesign) and Microsoft Office Programs.
- Skills in written and verbal communication.
- Task oriented, attentive to detail, excellent in time management with changing priorities and able to multi-task.
- Experience working in an Architect's or similar office ideal, but not required. But interest in working in such an environment would be considered.
- Ability to be highly organized, self-motivated, and ability to work independently.
- Ability to analyze contracts and other legal documents to ensure professionalism.
- Ability to uphold high moral and ethical practices in the workplace
- Ability to set goals and timelines and follow through

**Qualifications**

- Bachelor's Degree in Business or 2-4+ years of Business Experience preferred but not required.

If you are interested, please submit a resume and cover letter to Nicole Thompson at [nlthompson@station19.com](mailto:nlthompson@station19.com). Any further questions please call 612.623.1800.