



Greenwood Village, CO

Administrative Assistant

Supervisor: Operations Manager

Supports: The Amazing Parish Office and Team

Job Status: Full Time (40 hrs./wk., 12 months)

Organization Summary:

The Amazing Parish is a rapidly growing organization that helps pastors form parish leadership teams to lead the clarity and direction of their parish. We've had over 1,000 parishes attend our conferences in the past five years and continue to expand our support and coaching services for parish leadership teams. We are looking for someone to join our fast paced, energetic, collaborative, and mission driven team.

Job Requirements:

Include but not limited to

- Assist conference registration through helping pastor and/or team members with questions over the phone or email.
- Support our registration platform, Cvent, with configuration, data entry, reports and accuracy
- Onsite conference logistics (limited travel required)
- Order office supplies and materials needed for conferences
- Manage general email account
- Answer inbound calls and ensure calls are followed up on and returned
- Edit written communication
- Assist with data entry for Salesforce
- Provide support for the team, to include correspondence, copying, mailing, scanning documents, e-mailing, book travel arrangements, greeting visitors, and other administrative support as required

Qualifications:

Strong communication, administrative, and organizational skills, with ability to meet deadlines. Ability to travel to all conferences. Proficient in Microsoft Word, Excel, Power Point and willing to learn new software and programs (Cvent, Salesforce). A practicing Catholic in good standing with the Church. Candidate should be an energetic, highly organized team player who can also work independently.

Contact:

Interested applicants, please contact Whitney Elliott, Operations Manager at whitney@amazingparish.org.