



**AMAZING
PARISH**

Office Administrator

Greenwood Village, CO | Full-time | On-site

Who We Are

What's the most important organization in the world? If you're reading this, there's a good chance you would say that it's the Church. That's what we believe too. We believe courageous pastors and parish leaders have one of the most important jobs in the world. Amazing Parish exists to train them up as leaders so that they can transform their parishes.

What You'll Love

- Anticipating and supporting the needs of others in a collaborative environment
- Implementing projects and pushing them over the finish line
- Ensuring projects meet the desired outcome with a high attention to detail

What You'll Do

As our work with pastors and parish leaders expands, we need a key player to assist with the day to day running of the office (movement headquarters). By anticipating the needs of individuals and the team, this role will accelerate the growth of our mission through personalized and timely support. Primary duties will include but are not limited to:

- **Movement Communications Fulfillment:** Answer phones and general team email for direct support or routing calls and ensuring the needs are met. Support the team by managing outgoing mail and mailing projects, receiving deliveries, and being the first line of welcome in the office.
- **Meetings & Calendar Support:** Assist team with scheduling meetings and maintaining the office calendar. Set up meeting spaces (supplies, virtual guest accommodations and other A/V support) and take and distribute notes as needed.
- **Office Management:** Open the office and prepare hospitality throughout the day. Manage inventory of office supplies and groceries. Organize and maintain copy room, storage room and kitchen.
- **Travel & Accommodations:** Book flights, hotel, transportation and meals for our team and guests. Manage food and beverage for in-house meetings and events.
- **Data Entry and Reporting:** Assist with database entry, preparing financial statements, expense reporting and client reporting.
- **Event Support:** Assist pastors and team members with questions, data entry, reporting, invoicing, and payment fulfillment for a variety of events. Manage registration (prior to the event, and on-site), information desks, event volunteers, and other support as needed.

What You'll Need

- Strong and proactive organizational time management skills
- Excellent communication and interpersonal skills
- Advanced proficiency in G Suite products, Microsoft Word, Excel, PowerPoint
- Ability to travel for events (once a quarter at most)

Compensation

- Salary is commensurate with experience with a target range of \$45,000 - \$55,000
- Full benefit package including health, dental, vision, IRA retirement plan, life insurance, sick leave, maternity/paternity leave, paid vacation and holidays

Interested applicants please contact Mary Barrett, Operations Manager, at mary@amazingparish.org.