

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

Who We Are

The Amazing Parish challenges and inspires church leaders with transformational coaching, support, and encouragement to bring their communities to life. We believe that God is bringing about a powerful renewal in the Church today through leaders who are ready to trust Him fully and lead with courage.

What You'll Do

As our work with pastors and parish leaders expand and our team grows, we need support staff to assist with the day to day running of the office. The Office Administrator will coordinate and oversee administrative duties in the office. Through anticipating the needs of individuals and the team, this role will contribute to the effectiveness and efficiency of our mission by providing personalized and timely support to our team.

Primary duties will include but not limited to:

- **Movement Communications Fulfilment:** Answer phones and team email for direct support or routing calls and ensuring the needs are met. Support the team by copying and scanning documents, managing outgoing mail and mailing projects, and receiving/sorting incoming mail and deliveries.
- **Meetings & Calendar Support:** Assist team with scheduling and rescheduling meetings, maintain the team and office calendars. Set up meeting spaces (supplies and A/V) 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, and client reporting.
- **Conference & Event Support:** Assist pastors and team members with questions, data entry, reporting, invoicing, and payment fulfilment 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

- Candidate should be an energetic team player who enjoys working in a collaborative environment and can also work independently
- Strong organizational and time management skills, with the ability to prioritize
- Excellent communication and interpersonal skills
- Must have a high degree of attention to detail
- A proactive approach to problem-solving with strong decision-making skills
- Ability to travel for events (once a quarter at most)
- Proficient in Microsoft Word, Excel, PowerPoint and Salesforce

Compensation

- Competitive salary and benefits

Contact

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