

DENVER CAMPUS

ADMINISTRATIVE COORDINATOR

REPORTS TO: CAMPUS PASTOR

WORKS CLOSELY WITH: CAMPUS STAFF//OPERATIONS TEAMS//ADMIN TEAMS ACROSS ALL CAMPUSES

CLASSIFICATION: PART-TIME //ON-SITE//PREFERRED HOURS: SUNDAY 8A-1P & 4:30-7:30P, MON 10-3P, TUES 9-2P, WED 12-4P & 6-9P//INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

The Denver Campus Administrator is a part-time role which provides exceptional support to the Campus Pastor and serves the broader campus team with ministry-related administrative tasks and initiatives. This role may include occasional weekend and evening hours.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS:

- 3 years of professional administrative/event planning experience
- Highly skilled at communication and organization.
- Proficient in Microsoft Office Suite including Outlook, Excel, and Teams.
- Proven experience in coordinating and vision casting large teams.
- Ability to take initiative and embodies "see the need, meet the need" work ethic.
- Highly proficient time management skills
- Ability to take on multiple tasks and manage multiple projects at once.
- Experience with project management or data base software such as Rock RMS, Monday, Planning Center or similar.
- Ability to handle confidential information with discretion, diplomacy and tact.

PRIMARY RESPONSIBILITIES:

- Assists with managing/coordinating the Campus Pastor's calendar and email; may respond to emails and voicemails on their behalf.
- Coordinates events/meetings from inception to completion.
- Captures minutes and action items during meetings and supports the team with necessary next steps.
- Assists campus ministries as needed: event planning and coordination, weekend set-up and prep, errands, volunteer appreciation and correspondence.
- Build and coordinate operations/administration volunteer team to assist with campus wide events from set up to tear down.
- Champion hospitality by making sure the campus is prepared to host people coming through the doors, especially on Wednesday and Sundays.
- Other related duties as assigned.

BENEFIT INFORMATION:

- Pay range: ~\$20/Hour - 25 hours per week not to exceed 29 hours per week.
 - An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- 403(b) retirement plan with a matching contribution of up to 10%.
- Discount on Tuition at Flatirons Academy.