

CAMPUS ADMINISTRATOR

Flatirons Church | West Campus

REPORTS TO:

Campus Pastor

CLASSIFICATION:

FULL-TIME//SALARY//NON PASTORAL//ON-SITE//INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

RAW AND REAL. FUN. INNOVATIVE

Flatirons Church isn't looking for just another Campus Administrator. We are looking for someone who is passionate about providing 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.

WHAT YOU BRING

PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.

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 date base software such as Rock RMS, Monday, Planning Center or similar.
- Ability to handle confidential information with discretion, diplomacy and tact

WHAT YOU'LL DO

- Respond promptly and professionally to campus emails and voicemails on behalf of the campus team.
- Coordinate and execute campus events, ensuring all logistics and support are in place.
- Recruit, build, and lead volunteer teams specific to campus needs, fostering engagement and ownership.
- Manage and maintain the campus calendar, keeping all stakeholders informed and aligned.
- Coordinate with facilities for campus space usage, room setup, and operational needs.
- Promote campus events and initiatives through internal and external communication channels.
- Provide direct support to campus ministries as needed, including event planning, weekend setup, running errands, and volunteer appreciation efforts.
- Other related duties as assigned by the Campus Pastor.

COMPENSATION & BENEFITS:

- **STARTING SALARY** \$48,000- \$50,000 – We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you're covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you're supported in every aspect of life.
- **TIME OFF** – We believe in the importance of rest and renewal. You'll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ's love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We're committed to your growth of and the growth of your family. That's why we offer a tuition discount at Flatirons Academy to develop your kids' faith and knowledge.

