



"And such were some of you..."

Administrative Assistant

3/4 Time or Full-time (non-exempt)

Do you want to use your administrative giftings for Christian values and make a meaningful difference in the world around you? Consider applying for Restored Hope Network. RestoredHopeNetwork.org/what-we-believe.

About Restored Hope Network

Restored Hope Network is a religious, non-profit organization representing Jesus Christ nationally. With a small, committed team, we value collaboration, integrity, and impact. The Restored Hope Network staff and volunteers are a community of like-minded people who come together to accomplish a shared vision of God's design of relationships and sexuality according to the Bible. All employees of Restored Hope must be born-again (John 3:3-5), are considered ministers and ambassadors of Christ Jesus (2 Cor 5:20, Gal 2:20), and must abide by our standards of conduct (Standards of Leadership, Eph 5:1-5) in their public and private lives, as well as uphold Restored Hope Network's Statement of Faith.

Position Summary

This full-time, in-person position provides a wonderful opportunity through administrative support and assistance to the executive director, development manager, and conference coordinator at the national ministry headquarters in Colorado Springs, CO.

Relationships

- Reports to the Executive Director
- Collaborates with Executive Director and other RHN team members
- Serves Executive Director, staff, RHN members & affiliates, individuals and families seeking help, and sometimes external organizations

Responsibilities

- Provides ministry program support through document and spreadsheet creation, proofing and editing; assistance with special events; mailings, meeting scheduling; research
- Development support with some donor interaction
- Forms, website, and database maintenance including advertising member events online
- Maintaining integrity of database records and systems
- General office: phones, errands, copying, filing, picking up & processing mail
- Assist with administrative support for HOPE conference—document creation, respond to requests for information, registration materials, conference booklet, volunteers, feedback following conference, shipping, advertising, etc.
- Communications with three-fold groups we serve (see relationships)
- Opportunity to collaborate on a variety of objectives with team members
- Some travel required (HOPE conference, etc.)
- Other duties as required

Competencies

- Collaborative team member, innovative, initiative, quick learner, problem-solver
- Strong organizational and time-management skills
- Bachelor's degree desired
- Proficiency with MS Office, Adobe Acrobat, Zoom, and basic design tools (e.g., Canva)
- Experience with donor databases

- PC experience required, social media platforms experience desired
- Honest, ethical, high degree of confidentiality, excellent customer service skills
- Mature and growing follower of Jesus, committed to the Lordship of Christ
- Prior nonprofit or administrative experience preferred

Compensation

- Competitive pay depending upon experience (\$19-23/hour or \$39,500-47,840 FT annually)
- Faith-based, mission-driven, and supportive team culture
- Enjoy meaningful work in a values-driven environment

How to Apply

Please submit the following to Gene@restoredhopenetwork.org:

- A resume
- A brief cover letter describing your interest in Restored Hope Network and relevant experience

Applications will be reviewed on a rolling basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This is a small, collaborative team where each staff member plays a vital role. The Operations Assistant interacts regularly with donors, volunteers, board members, constituents, and community partners. Occasional evening or weekend hours may be required for events or programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

This non-profit is a Faith-Based Employer, drug free workplace, and complies with ADA regulations as applicable