



Administrative Assistant

General Purpose / Description

This position provides a wonderful opportunity through administrative assistance to the Executive Director at a national Christian ministry headquarters.

A 30-hour plus position in the Restored Hope Network Colorado Springs office, this role is primarily as assistant to the executive director and for helping with the planning and implementation of the annual HOPE conference. Employee must commit to working at the conference location during the entire week in June. As the conference nears, employee may need to work 40 hours a week.

Benefits for Full-Time Employees (average 35 hours +/-week). FT employees are eligible for paid vacation, holiday, and personal days. After completing the first year, each FTE will be given 2-weeks paid vacation time. In addition to vacation, paid holidays are designated at the beginning of each year (generally 7 days), and paid time off between December 24-January 1st for Christmas break. Paid personal days are 6 per year and may be used for sickness or vacation.

Job Responsibilities & Relationships

- Reports to and assists the Executive Director with a variety of objectives and projects.
- Ministry program support: document and spreadsheet creation, proofing and editing; assistance with special events; mailings; meeting scheduling; research, collect and analyze data to prepare reports and documents; file and retrieve documents and reference materials.
- Website maintenance and support; Database maintenance, assist with processing donations, and maintain contact records.
- Assist with Executive Director's calendar--appointments; answer and distribute incoming calls; refer callers to follow up support within Restored Hope Network; and collaborate with and oversee volunteers.
- Assist with administrative support for the HOPE conference. HOPE administrative support would include but not limited to-- document creation, respond to requests for information, registration materials, conference booklet, volunteers, feedback following conference, shipping, advertising, etc.
- Errands, picking up the mail are essential, so personal transportation and insurance is required. Also, potentially driving passengers (staff, speakers, or guests) during the conference in a rental vehicle.

Conference Coordination Assistance

Conference assistance involves assisting with and carrying out pre-planning, gathering pre-determined information from Executive Director, setting up event, working the conference, follow-up surveys/debrief after the event.

Venue:

- Gather venue needs and details: room capacity, technical capabilities, facilities info such as tables, chairs, podiums, and microphones.
- Signage – from suggested design to installing at venue
- Coordinate transportation and hotel needs for keynote speakers, as needed.
- Overseeing and assisting with set up of venue to ensure proper set up of all signage, conference stations (bookstore, registration, resource tables), and RHN booth.

- Tour facility prior to event day to ensure everything is in its proper place with required equipment and resources (room signs, countdown signs, etc.)
- Creation of HOPE conference booklet

Team Meetings:

- Assist Executive Director with monthly planning sessions with leadership team to review event details, and discuss logistical matters
- Bookstore & Registration. Prepare bookstore inventory sheets, registration table materials, shipping instructions.
- Booths- coordinate the display of member materials with RHN members
- Workshops. Communicate with workshop leaders on their technological needs.
- Train volunteer conference team leaders—bookstore, hospitality, greeters, security with Executive Director prior to the event.
- Verify volunteer team leaders communicate with their volunteers prior to event
- Facilitate volunteer training meeting
- Be on site (with cell phone in hand) to troubleshoot and resolve issues and requests

Technical & Follow Up:

- Accounting: create a detailed contact list of all vendors/service providers; obtain correct billing information; monitor accuracy of all charges
- Registration: Setup and monitor registration; assist Executive Director with cancellation information or requests for reimbursements
- Verify vendors and speakers are paid
- Create & implement a post-conference email survey of participants
- Shipping from RHN office to venue and back to RHN office post conference
- Provide feedback in post-conference/debrief session with staff to discuss strengths and weaknesses and review suggestions for improvement

Personal Spiritual Qualifications & Competencies

Because of the Restored Hope Network's primary and exclusive Christian and religious purposes, we hire only individuals who are:

- Mature and growing follower of Jesus, committed to the Lordship of Christ, who has a passion for helping those who seek to surrender their lives to Jesus
- Active member of a local Church (Evangelical or Orthodox)
- Accept and abide by Restored Hope Network doctrinal, mission and position papers
- Accept and abide by Restored Hope Network Standards of Leadership
- Personal experience in RHN's ministry & Christian ministry field, a plus

Qualifications & Competencies

- Honest, ethical, high degree of confidentiality, and exceptional customer service skills
- Collaborative team member, innovative, initiative, and quick learner with a passion for delivering high quality work
- "Get it done" motivation
- Strong organizational skills with great attention to detail

- Technical competence required with PC in Excel, Word, PowerPoint, Adobe Acrobat, Zoom
- Technical competence, experience with, or capable of learning quickly--social media platforms, email marketing, survey, and registration software; database and website maintenance programs.
- Graphic design skills desirable
- Excellent oral and written communication skills
- Ability to work calmly and effectively in stressful situations
- Dependable and dedicated to achieving operational excellence, down to the smallest of details
- Conference planning experience desired
- Experience in standard office administrative practices and procedures
- 3 years related administrative experience
- High School Diploma or GED minimum (2 years college or equivalent work experience preferred)

Physical Demands & Work Environment

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 accommodations may be made to enable individuals with disabilities to perform the functions.

- The employee must occasionally lift and/or move approximately 25 lbs.
- The employee frequently is required to use hands or fingers
- The employee is occasionally required to stand; walk; sit; reach with hands and arms
- Specific vision abilities required by this position include close, distance, color, and peripheral vision, and the ability to adjust focus

Compensation/Benefit:

- Competitive hourly pay, depending upon experience
- Generous paid days off for full-time employees (35 hrs +/-week)
- Christian environment
- Startup environment in the Colorado Springs, CO area
- Semi-flexible schedule at national headquarter office
- Casual dress code, and business casual for outside meetings

To inquire or apply, email Anne@RestoredHopeNetwork.org your personal testimony/faith journey, and resume.