

LEADERSHIP DEVELOPMENT & FORMATION PROGRAM ASSISTANT

Flatirons Church | Flatirons Leadership Academy

REPORTS TO:

Pastor of Leadership Development & Formation

CLASSIFICATION:

FULL-TIME//SALARY// //ON-SITE//MON-FRI//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

The Leadership Development & Formation Program Assistant provides operational leadership for the Flatirons Leadership Institute (FLI) and Residency programs. This role owns the day-to-day execution of these programs by managing systems, timelines, and communication to ensure a consistent, high-quality experience for participants and instructors.

Working closely with the Pastor of Leadership Development and Formation, this role supports the growth and effectiveness of leadership development pathways by ensuring programs run smoothly.

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.
- Agreement with the Flatirons Community Church Statement of Faith and Staff Lifestyle Covenant.



PROFESSIONAL QUALIFICATIONS:

- Experience in operations, program management, or project coordination.
 - Strong organizational skills with attention to detail and follow-through.
 - Ability to manage multiple priorities and timelines effectively.
 - Strong communicator and collaborative team player.
 - Systems-minded with a proactive, problem-solving approach.
 - Alignment with the mission and values of Flatirons Church.
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WHAT YOU'LL DO

Program Operations & Systems

- Oversee day-to-day operations of FLI and Residency programs.
 - Build, maintain, and improve systems that support program consistency and scalability.
 - Maintain clear workflows from application through graduation.
 - Ensure a high-quality, organized experience across all program elements.
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Timelines & Program Execution

- Set and manage semester timelines, ensuring key milestones are met including recruitment, onboarding, classes, and completion.
- Coordinate schedules, logistics, and communication across all phases.
- Track progress and ensure timely completion of all deliverables.

Enrollment & Participant Management

- Oversee admissions and enrollment processes from inquiry to acceptance for both FLI & Flatirons Residency.
- Meet with prospective participants and guide next steps.
- Track participant progress and completion requirements.
- Provide consistent communication and follow-up throughout the program.

Program Improvement & Collaboration

- Identify opportunities to improve systems, processes, and participant experience.
- Partner with leadership to refine training and program delivery.
- Collaborate across teams to ensure alignment and smooth execution.

COMPENSATION & BENEFITS:

- **STARTING SALARY** \$50,000 - \$55,000 - 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.