

OUTREACH ADMINISTRATOR

Flatirons Church | Outreach Ministry

REPORTS TO:

Outreach and Implementation Pastor

CLASSIFICATION:

FULL-TIME//SALARY//NON-PASTORAL//ON-SITE//MONDAY-FRIDAY//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 Outreach represents the ways in which Flatirons Church accomplishes its vision outside church walls, through financial and relational partnerships with local and global partner organizations and through support of church planters and the Flatirons Church Planting Initiative. Outreach seeks for the Church to be strengthened and expanded as those who call Flatirons home grow in their understanding of their role in the Kingdom. We believe one of the biggest spiritual formation experiences is serving others as an expression of what Jesus has done in our own lives, and this role will ensure excellence in volunteer engagement, partner relationships, intentional ministry partnerships with other church campuses and ministry areas, and will enhance the depth of formation that comes through serving outside our church walls as we look towards the future of growth and discipleship.

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 Staff Lifestyle Covenant.

PROFESSIONAL QUALIFICATIONS:

- Strong organizational skills, ability to multi-task a variety of tasks, detail oriented.
 - Flexible and adaptable; comfortable working in cross-cultural environments that can be ‘intentionally ambiguous’
 - Proven experience leading volunteers with clarity and alignment.
 - Proven success in conflict resolution, troubleshooting and discernment; can have hard conversations.
 - Strong communication skills, both written and verbal; responsive and follows through.
 - Proven success in strategic planning and long-term vision; can see contribution to the bigger goal and how to get there.
 - Strong team player, able to collaborate with a variety of people.
 - Embodies “see the need, meet the need” work ethic, with intuitive problem solving and strong self-initiation.
 - Proficient in Microsoft Office Suite including Outlook, Excel, and Teams.
 - Strong experience in event planning.
 - Alignment with Flatirons’ mission, values, and faith-based approach to formation, including a hunger for growth and personal reflection of the Fruit of the Spirit.
 - 3+ years in fast-paced administrative roles
 - Comfortable with a significant weekend/evening work requirement.
 - Able to participate in one global trip per year.
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WHAT YOU’LL DO

- Administrative support for all short-term global trips, including applications, background checks, team interviews, all training/prep meetings, travel logistics, partner logistics, scheduling, paperwork, etc.
 - Volunteer leadership for all team leaders, facilitators and global trip participants, ensuring trip details are met with attention and care, resource equipping is thoroughly executed, and all volunteers maintain alignment with mission and vision.
 - Collaboration with partner organizations, ensuring trip details and logistics, training requirements, paperwork, travel documents and partner alignment is maintained.
 - Administrative support to Outreach Pastor and Global Engagement Pastor (credit card reports, scheduling, various forms of communication and scheduling, platform management).
 - Communications oversight, to include writing and distributing newsletters, meeting logistics, various internal requests and updates, partner correspondence.
 - Support Outreach integration with other ministry areas and staff teams (campuses, Creative, Mar/Comm, Discipleship, Next Gen, for example).
 - Manage and improve metric reporting and systems that track our ministry traction and growth.
 - Help to expand local partner engagement through collaboration with other ministry areas (campuses, Discipleship, Next Gen).
 - Support domestic Outreach trips to church planters, domestic partners, Next Gen trips, etc. with the same approach taken globally.
 - Support the growth of Flatirons’ Rescue to Restore initiative, seeking to impact the prevalence of human trafficking in Denver and globally. Support partner and administrative needs, as well as volunteer engagement, storytelling, metrics, accounting, communication and internal database needs.
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COMPENSATION & BENEFITS:



- **STARTING SALARY** \$55,000 - \$60,000 - 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.