

Executive Assistant

General Purpose / Description

This full-time position provides a wonderful opportunity through administrative assistance to the Executive Director and conference coordinator at a national ministry headquarters in beautiful Colorado Springs, Colorado. In the absence of a conference coordinator, this role may be asked to help provide coordination of the Restored Hope annual conference—HOPE Conference.

Faith

- 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
- Maintains a courteous, Christ-like attitude in dealing with people within and outside of Restored Hope Network and upholds Restored Hope in prayer

Culture

- Working in this field requires a courageous person to uphold truth with kindness and civility as it pertains to Biblical sexuality and gender expression
- Prayer is integral as the spiritual battle for hearts and lives of individuals and families is central to Restored Hope's mission. As such, having a 'pastoral' heart for individuals who are hurting is vital, an attitude of prayer, and good self-care

Job Responsibilities & Relationships

- Reports to and assists the Executive Director with a variety of objectives and projects. In the absence of the executive director, or their appointee, the RHN Board Chairperson will provide or delegate direction to this role
- Ministry program support through: document and spreadsheet creation, proofing and editing; assistance with special events; mailings; surveys; 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, provide care, and prayer for callers, and distribute incoming calls; refer callers to follow up support within Restored Hope Network
- Collaborate with and oversee volunteers
- Conference. Administrative assistance for the HOPE conference. HOPE administrative support would include but not limited to conference - document creation, respond to requests for information, registration materials, conference booklet, volunteers, feedback following conference, shipping, advertising, etc. In the absence of a conference coordinator, executive assistant will need to help fill Conference Coordinator Job Responsibilities temporarily
- Social Media. Assist with posts in social media, including Facebook, Twitter, and others as added. Research information about RHN's reach via social media. Assist with response to inquiries via social media
- Connect with Restored Hope Executive Director on Facebook and join RHN Leaders forum to communicate information provided to RHN Leaders
- Technology: PowerPoint, Microsoft Office programs, Adobe Acrobat, Eventbrite, website, online video meeting programs or apps. AV editing abilities, desirable

- Collaborate with those needing travel arrangements for official RHN business: HOPE speakers, Executive Director, Board members, as needed
- Errands and mail pick up. Personal vehicle and insurance is required and mileage reimbursed at IRS rates

Education/Experience:

- College degree preferred
- Two years of office administrative experience preferred
- Personal experience in RHN's ministry, or Christian care & support ministry field a plus
- Experience in standard office administrative practices and procedures

Qualifications & Competencies

- Honest, ethical, high degree of confidentiality, and exceptional customer service skills.
- Agreement with Restored Hope Network doctrinal, mission and position papers
- Abides by Restored Hope Network Standards of Leadership
- Collaborative team member, innovative, initiative and quick learner with a passion for delivering high quality work
- Strong organizational skills with great attention to detail with initiative and innovative in problem solving and information gathering
- Strong computer skills (Excel, Word, PowerPoint, Adobe Acrobat, social media platforms, database, and website maintenance). PC experience required. Familiarity with social media platforms experience required
- Excellent oral and written communication skills
- Ability to work calmly and effectively in stressful situations
- Punctual, dependable and dedicated to achieving operational excellence
- Candidates with additional capacities bring greater value to the role: graphic design, technological expertise, and conference leadership experience

Travel Requirements:

- HOPE Conference during the conference week in June

Compensation:

- Competitive pay depending upon experience
- Christian environment
- Generous paid days off
- Startup environment in the Colorado Springs, CO area
- Semi-flexible schedule at national headquarter office
- Business casual dress code