



CHRIST CHURCH DENVER

Job Title: Executive Administrative Assistant

Department: Clergy

Reports to: Rector

FLSA Status: Full-time, Exempt (36 hours/week)

Salary Range: \$40,000-\$60,000 annually
dependent on skills and experience

Position Summary: This position manages the day-to-day operations of the Rector including control of the calendar, proactive information preparation, and other related administrative responsibilities. The position also administers other programs and duties of significance for the Parish, including the stewardship management system and other financial responsibilities.

Position Responsibilities:

Rector

- Monitor and direct Rector correspondence
- Monitor, schedule and manage Rector calendar
- Manage Rector filing
- Prepare agenda and minutes for weekly staff meetings
- Record Rector mileage
- Prepare annual budget for Rector
- Balance monthly credit card statements

Office Management

- Welcome all visitors to the church who come for appointments or to ask for assistance
- Manage all incoming phone calls and direct to the appropriate department if necessary
- Ensure the office is well kept and refreshments are available for staff and guests
- Sort and file all incoming mail
- Prepare weekly and ad hoc bank deposits
- Administer the membership and donor management system, maintaining accurate and timely donor records in the church database
- Manage the preparation and mailing of donor giving records
- Coordinate contribution envelope information as needed with vendor
- Prepare other data reports as needed
- Oversee the church master calendar including in-house facility reservations

Clerical

- Administer Columbarium sales and registrations
- Act as the church registrar
- Coordinate Diocese affairs and correspondence
- Oversee the ordering of all office supplies and scheduling equipment maintenance
- Acquire and maintain status as Colorado Public Notary to serve church needs
- Prepare the parochial report and assist in preparing the annual report
- Assist with bulk mailings
- Prepare birthday/thank you/get well cards for staff signatures
- Organize staff celebrations (birthday, retirement, holiday, etc.)
- Prepare invoices and process for payment

Ministry Management

- Recruit teams for special events
- Recruit and oversee teams to coordinate weddings, baptisms, funerals, and confirmations
- Oversee the preservation and maintenance of important church records
- Schedule Sunday volunteers
- Member of the community events team
- Manage other projects assigned by the Rector and Director of Operations

Essential Knowledge and Skills:

- Minimum 5 years of administrative experience
- Advanced skills in administrative functions, including word processing
- Knowledge and experience with Google email, documents, calendar, and other functions
- Skills and adaptation to various uses of a computer, computer programs, and other office equipment, including phone systems, mail systems, and copying/printing equipment
- Attention to detail and organizational ability
- Ability to prioritize multiple projects and meet deadlines
- Personal initiative; creativity; and innovative thinking
- Flexibility and ability to adapt to change, unexpected demands, and interruptions
- Leadership skills enabling the functions of the position

Personal Qualifications:

- Christian character that reflects and embodies Christian values
- Service-oriented attitude of assisting and serving others
- Professional and pleasant attitude
- Teachable nature and humility balanced with confidence and assertiveness
- Ability to pass background checks

Education or Formal Training:

- Minimum high School Diploma or equivalent; college experience preferred

Benefits:

- Vacation and sick leave as described in the Employee Handbook
- Group medical/vision/dental insurance, with employer subsidies toward premiums
- Employer contributions into the Defined Contribution Retirement Plan
- Multiple holidays as published in the Employee Handbook, including the week off with pay after Christmas
- Flexible work schedules
- Many other benefits such as medical leave, military leave, funeral leave, and time off for voting as described in the Employee Handbook.

Work Environment/Physical Activities: Office environment

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions.