



*New Hope Baptist Church  
3701 Colorado Boulevard  
Denver, Colorado 80205  
303-322-5200*

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Position: *Office Administrator*

Revised: 12/30/2017

Reports to: Rev. Dr. E. Downing, Jr., Pastor

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**Principal Function:** The Office Administrator is the *primary communications source* for the congregation and *administrative team lead* in the church office.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent may not be required to perform all duties listed, and may be required to perform additional, positional-specific tasks.

#### **Requirements of this position**

- Demonstration of absolute proficiency with the entire Microsoft Suite.
- Demonstration of absolute proficiency with office communication systems including, but not limited to voice, electronic mail, teleconferencing and video conferencing technology.
- Maintaining thorough knowledge of the congregation's calendar of events and activities.
- Utilizing social media, online applications & interface with correlated ministry group leaders.
- Anticipate, execute and/or oversee necessary communication of information to the staff, congregation and community.
- Mastery of membership database & affiliated software applications.
- Clerical and administrative support to the congregation and ministries.

#### **Characteristics of the ideal candidate for this position**

- Lives as a confessing Christian that demonstrates faith & diligent work in executing duties.
- Sees position as purposed to inspire hope in Christ, in concert with God's vision as revealed to the pastor.
- Applies organizational lines of accountability for self, team members and congregants.
- Recognizes importance of confidentiality in office environment & sets example for such.
- Consistently maintains duties, responsibilities, professionalism and meets deadlines.
- Approaches the role as a lifelong learner continually improving the processes of the position.
- Communicates and maintains positive, Christian relationships with staff and membership.

**Work Commitment:** 40 hours Monday through Friday from 8:30 a.m. to 4:30 p.m., occasionally extra hours on evenings and weekends. Work hours beyond forty will be eligible for compensatory time but not overtime pay.

**Benefits:** Benefits include full health, dental, vision and retirement benefits, paid holidays, sick leave and vacation time after probationary employment period. Annual salary of \$35,000.00 - \$37,000.00 depending on experience and qualifications.

**Employee Leave:** Employee leave is accrued based on the length of service and accrued on a calendar year basis at the rate of one day per month for a total of 12 days per year with a maximum accrual of 45 days in a given calendar year.

Interested applicants must begin the application process by emailing a cover letter and resume to [staffing@newhopechurchdenver.org](mailto:staffing@newhopechurchdenver.org).