



Position: Office Administrator
Reports to: President
Status: Salary
Hours: 40
Salary Range: \$52,000 - \$56,000
Location: Aurora, CO Office 90-100%.

PROJECT 1.27 OVERVIEW: Since 2004, Project 1.27's mission has been to engage, inspire, recruit and resource churches and families to serve children in our community through faith-based family preservation, kinship care, foster care and adoption. A small faith-based non-profit, Project 1.27 has staff in Denver Metro, Colorado Springs, Northern Colorado and the Western Slope and serves a network of 18 similar organizations across the U.S.

PROJECT 1.27 VALUES: Families, Respect, Integrity, Collaboration, Innovation and Hope

POSITION PURPOSE: Provide administrative support, manage processes, and organize central systems enabling the entire team to provide efficient, friendly service to churches and families.

POSITION SCOPE: Responsible for office management, communication, bookkeeping, human resources, executive support, fundraising, and training and event support,

RESPONSIBILITIES:

Office Management

- Appearance: Maintains the office, providing a safe, professional, well-organized facility.
- Technology: Maintains office technology including computer hardware, software programs, and apps. Strong troubleshooting skills and experience with learning new technologies.
- Resources: Orders, organizes, and disseminates office supplies, equipment, and forms.
- Calendar: Maintains and coordinates Project 1.27 calendar and scheduling.
- Memberships: Manages organizational memberships including ECFA and CAFO.
- Legal: Coordinates and manages needed organizational documents, policies, and procedures such as board minutes, Workmen's Compensation, Unemployment, Liability, and permits.
- Database: Supports Database Manager in administering database, including entries, queries and corrections to ensure data accuracy. Create reports for staff as needed.

Communication

- Receptionist: Provides initial welcome and prompt response to all organizational inquiries (including phone, e-mail, in-person and online). Organizes hospitality for guests.
- Mailings: Manages distribution of direct mailings & occasional mass e-mails including receipting, donor event mailings, annual reporting, and other needed communication per President and/or Communications Manager.
- Training & support: Support other staff in learning and utilizing technology to improve communication.

Bookkeeping

- Finances: Manages reimbursements, purchase orders, check requests and monthly bills; reconciles Project 1.27 credit card statement; interacts with accounting provider to ensure financial integrity and accuracy.
- Budgeting: Create and manage monthly and annual budgets, and reports with the president and accounting provider.

Human Resources

- Staffing: Supports transitions including hiring, separation, performance reviews and status changes.
- Payroll: Manages all aspects of payroll with contracted payroll provider; oversees staff policies and procedures.
- Benefits: Organizes and manages staff benefits. Ensures compliance with HR requirements.
- Wellness: Promotes staff wellness through learning, activities, and resources.

Executive Support

- Communication: Assists president with scheduling, correspondence, e-mail management and phone calls. Screens all inquiries.
- Support: Assists president with articles, presentations, board meetings, fund-raising, team building, and other meetings. Arranges travel logistics and itineraries to maximize budget and efficiency.

Fundraising

- Donations: Maintains protocols and executes receiving, recording, receipting, and reporting of donations
- Donors: Supports president with donor communication and acknowledgment.
- Events: Works with president and events manager to ensure event success as assigned.
- Grants: Support grant writer with formatting, delivery and tracking of grants/grant reports.

Training and Events

- Resources: Purchases, prepares and organizes needed resources to ensure professional training experience, or supervises support staff and volunteers in these tasks.
- Technology: Ensures proper audio-visual and computer equipment are available and in good working order.
- Hospitality: Organizes food, beverages, and hospitality supplies as requested.
- Liaison: Serve as administrative (mailing/communication) liaison to youth and parents in the Our Voices program and other special projects as needed.
- Special events: Works with events manager to organize hospitality, logistics, volunteers, and communication for special events.
- On-site: Attend training, awareness and other special events as needed.

QUALIFICATIONS:

Character

- A consistent witness for Christ.
- Maintains a Christ-like attitude in dealing with people within and outside of Project 1.27.
- In full agreement with Project 1.27 mission, vision and values.
- Required to sign a statement of faith and staff/volunteer policy letter.
- Willing to uphold the mission, staff, and stakeholders in prayer.
- Adaptable, organized and discrete.
- Detail-oriented, with an eye to overall organizational needs.
- Enjoys coordinating and supporting multiple projects and people.

Competency

- Demonstrated people and organizational skills.
- Excellent written and verbal communication skills.
- Strong technology skills including computer setup and troubleshooting, high-level computer skills with MS Office (Word, PowerPoint, Excel, etc.), web-based applications (Google Chrome, OneDrive, etc.) and virtual office support technology.
- Basic experience in human resources (payroll, benefits, hiring process).
- Database management experience preferred.
- Team Player with the ability to anticipate needs, take initiative, and set and achieve goals.

If interested, please submit a cover letter and resume to info@project127.org.