



POSITION: Central Office Administrator
DEPARTMENT: Central
STATUS & FLSA: Exempt, Salaried, Support/Administrative
REPORTS TO: Executive Assistant to Leadership Team

POSITION SUMMARY:

Under minimal supervision, provide administrative support and office oversight for our Central Office located in Littleton, CO. Work on routine to complex functions.

GENERAL EXPECTATIONS:

- Contribute to Red Rocks’ overall mission of making Heaven more crowded.
- Commit to pursue full devotion to Jesus Christ.
- Commit to adhere to Red Rocks core values to welcome home prodigals as well as strive for Authenticity, Humility, Unity, and Generosity as a staff member of RRC.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Adhere to the policies and procedures as outline in the Red Rocks Church Team Handbook.

ESSENTIAL FUNCTIONS:

Central Office:

1. Help create an excellent office atmosphere that reinforces the high value we place on our staff and teams.
2. Prepare offices for staff each morning. Turn on lights, open doors, maintain office temperature, check supplies, etc.
3. Facilitate front desk responsibilities including but not limited to answering the phones, checking voicemail, and screening guest access to offices.
4. Maintain Central Office Kitchen to ensure all supplies remain stocked throughout the work week.
5. Check mail, sort and deliver to the correct recipients or departments.
6. Reply and assist with the various requests received via the info@redrockschurch.com email.
7. Stock and maintain office supplies and copiers on a daily basis.
8. Maintain Central Offices: Oversee office cleaning crews and ensure Central Offices are clean and orderly on a daily basis.
9. Assist in scheduling meetings for Leadership Team members as needed.
10. Protect impromptu access to Senior Pastor and Leadership Team offices by limiting entrance and encouraging scheduled meeting times.
11. Gather and assemble necessary reports for Leadership and Board meetings.
12. Help serve the Leadership Team with requests as needed.
13. Re-stock Leadership Team Office and Leadership Team Lounge with supplies and refreshments.
14. Process facilities requests for Central Office facility needs or maintenance.
15. Help facilitate future volunteer office support roles.

HIRING REQUIREMENTS:

1. Follower of Jesus Christ
2. Demonstrated proficiency in office software.
3. Demonstrated effective interpersonal skills.
4. Demonstrated gifts of service and hospitality.
5. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
6. Effective verbal and written communication skills.
7. Demonstrated problem-solving, organizational and filing skills.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards.

Print name: _____ Signature: _____

Date: _____