# Administrative Assistant (Part-Time 20hrs/week)

**Job Summary**: The purpose of the Administrative Assistant is to support the efforts of administration of the summer and winter traditional program, as well as oversee local needs of the Denver-based office. This position will be up to 20 hours/week with built in flexibility.

**Requirements for all positions at ACMNP include:**

Demonstrated excellence in verbal and written communication

Strong interpersonal skills

Excellent organizational and time-management skills

Self motivated and ability to work in fast-paced team environment where multi-tasking is the norm

Proficiency in computers including Microsoft Office programs

Ability to work independently during days when alone in office

A love and deep commitment to the ACMNP mission

A love of the national parks

**Key Responsibility Areas:**

1. **Denver Office Administration**
   * Process mail 2-3x/week, deposit gifts received, and scan invoices to Administrator to be paid.
   * Submit deposits to bank 2-3x/week, scan receipts and check copies to Administrator, and enter into Raisers Edge database.
   * Print prepared thank you letters 1-2x/month to be signed and mailed.
   * Print and prepare mailing labels as needed.
   * Maintain inventory of office needs and purchase necessary supplies.
2. **Training and Support**
   * Oversee the mailing of supplies to team members at the beginning of their season.
   * Mail swag items as requested or needed to donors.
   * Manage Skov fund by sending international bibles requested by team members to their park locations.
   * Attend April training and assist with administrative and programmatic needs.
   * Manage the initial administration of assessment and subsequent collection, printing, and distribution of Lions Lead assessment results.
3. **Program Support**
   * Enter worship attenders into the database, and mail out letters or postcards to new worship attenders.
   * Enter data from contribution records.
   * Assist Administrator as needed with data entry.
   * Assist in equipping teams with resources necessary for a successful season.
   * Receive, track, and if necessary, contact ministry team members regarding the offering, guestbook sheets, and leader reports.
   * Assist with entering of application fees, references, and applications to ATS.
   * Oversee distribution of seminary scholarships.
4. **Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry.**

**Skills and Qualifications:**

* Personal faith in Christ Jesus that can be expressed in an engaging manner.
* Personal integrity, sensitivity and caring that inspires confidence in our constituencies with the ability to maintain strict confidentiality in all matters and specifically financial.
* Excellent telephone and interpersonal skills.
* Goal oriented.
* Proven track record in managing complex multi-faceted projects.
* Detail oriented.
* Comfortable with working cooperatively in interdenominational settings.
* *Desired Skills include:* Raisers Edge Donor Database

**This position reports directly to the Co-Executive Directors and will be responsible for achieving annual goals developed in collaboration with the Co-Executive Directors and other ACMNP staff. This Colorado-based position will work closely with our Administrator who is based out of Missouri.**