# A Christian Ministry in the National Parks -- ACMNP

# Program Assistant

**Position Summary**:

The Program Assistant will support the efforts the Co-Director of Program and Leadership and the Program Coordinator in administration of the ParkLife Program (summer and winter traditional program), the IMPACT Program (4-8 day trips), and seminary recruiting. The Program Assistant will also oversee local needs of the Denver-based office including, but not limited to, deposits, mailings, and general oversight of the office.

**Requirements for all ACMNP national staff members include:**

* Personal faith in Christ Jesus that can be expressed in an engaging manner
* A love and deep commitment to the ACMNP mission with an appreciation for national/state/local parks
* Personal integrity, sensitivity, and caring that inspires confidence in our constituencies with the ability to maintain strict confidentiality
* Excellent verbal and written communication skills
* Strong internal motivation in situations with limited supervision
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings

**Skills and qualifications specific to position:**

* Proficient with Microsoft Office programs and database programs such as Raiser’s Edge
* Administrative skills including basic financial and banking processes
* Management of projects, details, and multi-faceted tasks
* Management and encouragement of volunteers

**Key responsibility areas:**

1. **Denver-based administrative support**
	* Administer logistics for all mailings, including monthly thank-you letters.
	* Process mail, 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 constituent information into Raisers Edge database.
	* Maintain accuracy of database in collaboration with administrator.
	* Maintain inventory of office needs and purchase necessary supplies.
	* Enter worship attenders into the database and mail out letters or postcards to worship attendees.
2. **Program support -- ParkLife**
	* Coordinate volunteer prayer partners for both summer and winter seasons.
	* Provide administrative support related to recruiting, training, and communicating with Ministry Support Committee (MSC) members.
	* Secure special use permits for traditional and IMPACT program participants.
	* Organize scholarship recipient information and distribute scholarship checks.
	* Support seminary/graduate school recruiting efforts, manage graduate student information, and coordinate mentor/student interaction.
	* Process initial applicant materials, including references and fees.
	* Answer inquiries about programs and application process.
	* Publicize Advanced Leadership Development Program (ALDP) and collect ALDP application materials.
	* Assist in equipping teams with supplies and resources necessary for a successful season.
	* Collaborate with Communications Coordinator to ensure that all publicity portals are up-to-date with worship service locations and times.
	* Training Conferences
		+ Manage program related administration needs at conferences (in-person and on-line), including ALDP and volunteer training events.
		+ Manage the administration of leadership assessment and distribution of results.
	* Ministry Team Member Communication
		+ Facilitate communication with Ministry Team Members following their acceptance of their placement through mailings, e-mail, texts, and social media. This includes pre-season through post-season and should include relevant information, encouragement, and inspiration.
		+ Communicate with team leaders throughout season to gather reports, statistics, and contribution records.
		+ Provide MTM and MSC members with information to connect with one another pre-season.
		+ Correspond with team members prior to arrival in designated park and record travel information to training as well as program fee payments.
3. **Program Support -- IMPACT**
	* Coordinate with Communications Coordinator to utilize social media such as Facebook, Instagram, Handshake, and other outlets to promote, inspire, and recruit within areas of responsibility.
	* Work closely with the Program Coordinator to manage information and details related to initial interest, contracts, transportation, billing, collection of fees, permits, assessments, etc.
	* Collaborate with IMPACT trip leaders, providing the information needed to lead trip.
4. **Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry.**

**This position collaborates closely with the Program Coordinator and Communications Coordinator, though interaction and communication with all ACMNP staff is necessary. The Program Assistant reports to the Co-Directors and primarily to the Co-Director of Program & Leadership. All national office staff members are responsible for achieving annual goals developed with the Co-Directors. This is a non-exempt, full-time, 40 hour per week position and the salary will range between $19-22/hr DOE. Benefits include: generous PTO, flexible work hours, out-of-office work options, health, dental and LTD insurance, and a 3% matching employer contribution to a retirement program.**