

Administration Coordinator Job Application

We will accept applications until this position is filled.

A Christian Ministry in the National Parks (ACMNP) is looking for an individual to join our team as an Administrative Coordinator. This position is full-time, exempt.

In order to be considered, briefly respond to the following:

1. Have you served with ACMNP in the ParkLife summer or winter program? If so, please provide the park location(s) and year(s) of service. If not, please briefly describe your experience or connection to ACMNP to date.
2. ACMNP's mission is to equip team members to share Christ's love through work, worship, and service in the national parks. What about this mission resonates with you?
3. What interests you about the Administrative Coordinator position, what prompted you to apply, and why do you believe you would be a good fit?
4. Describe your experience supporting multiple priorities while maintaining accuracy and meeting deadlines.
5. What do you enjoy most about administrative work?
6. Describe your experience working with databases, development software, accounting platforms, or CRM's. What systems, if any, have you used, and what were your responsibilities.
7. Accuracy is essential when managing donor records and financial information. What practices do you use to ensure your work is accurate.
8. Describe an event or meeting you coordinated. What were your responsibilities, and what challenges did you overcome?
9. What strengths would your previous supervisor say you bring to an administrative role? What areas of growth would you want to focus on?
10. Describe the ideal work environment and culture that would bring out your peak performance.
11. Briefly describe your future career or ministry goals.
12. What do you enjoy doing in your spare time?

Please provide the following information:

1. The above responses.
2. Any questions or concerns you have for me.
3. An introductory letter.
4. Your résumé.
5. A list of three references, one personal and two professional.
Please provide the name, occupation, contact information, and relationship context for each reference. We will not contact references without your knowledge or permission.

Send your application information by email to: akennedy@acmnp.com.