



Abiding Hope Church is an Evangelical Lutheran Church in America (ELCA) congregation based in Littleton, Colorado. Abiding Hope Church is a radically inclusive community of God's children who are called to be the heart, hands, and feet of Jesus in the world.

## **Administrative & Communications Assistant Job Description**

Abiding Hope is seeking an energetic professional who has a passion for the local church and God's mission in the world. We are looking for a team player who is experienced in handling a wide range of administrative and executive related tasks and able to work independently with little or no supervision. Candidates should be friendly, well organized, flexible and enjoy the administrative challenges of supporting a church office. This is a benefitted full-time position, 40 hrs/week which will include occasional evenings and weekends. The Administrative & Communications Assistant will assist the Lead Servant for Operations and staff in all areas of administration and procedures, to ensure organizational effectiveness, efficiency and safety. This position will also support the Director of Communications in marketing and communications tasks.

**Salary Range:** \$20-\$23 an hour based on experience

### **Responsibilities:**

#### Administration

- Help oversee the day-to-day operations of the front office
- Assist in managing church database
- Establish cross training for office team
- Warmly greet and provide assistance for visitors and congregants
- Assist in building a team of unpaid servants for office support as needed
- Assist and participate actively in the planning and execution of various staff and church events

#### Communications

- Ability to help Director of Communications with certain marketing and communication tasks
- Have strong proof reading and editing skills
- Ability to print, cut, and fold marketing material when necessary



303-972-1283



6337 S. Robb Way  
Littleton, CO 80127



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- Problem solving skills and the desire to keep improving
- Expertise in Publisher, Word, and Excel
- Knowledge of Adobe software and/or Canva desired
- Knowledge of Mailchimp or another email marketing program a plus
- All other duties as assigned

**Requirements:**

- A bachelor's degree and three or more years of proven administrative experience
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and database management. Familiarity with Planning Center a plus
- Experience with graphic layout and design software to support our Director of Communications. Familiarity with Adobe Creative Suite is helpful.

**Work Schedule:** This is a Monday-Friday in office position. Occasional evening and weekends.

**Location:** Abiding Hope Church, 6337 S. Robb Way, Littleton, CO 80127

**Job Type:** Full-time

**Benefits:** 401(k), Dental insurance, Flexible spending account, Health insurance, Life insurance, Paid time off, Vision insurance

**Physical Demands and Working Conditions:**

Office working conditions include extended periods of sitting and usage of a computer. Conditions may include occasional standing, walking, climbing stairs, and employee must be able to lift or move up to twenty-five pounds.

**Send resume** to [dana@abidinghope.org](mailto:dana@abidinghope.org)



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