

Dare 2 Share Ministries

Job Description: Office Coordinator

DIVISION/DEPARTMENT: Operations

REPORTS TO: HR Manager

LOCATION: Denver (Wheat Ridge)

TYPE OF POSITION: ☒ Full-time ☐ Part-time ☐ Volunteer ☐ Contract ☐ Occasional/Seasonal

HOURS OF WORK: 40 hours per week

PAY RATE: 18.00-19.00 per hour

TRAVEL: No

INTRODUCTORY PERIOD: 90 Days

POSITION SUMMARY

The Office Coordinator (OC) is responsible for assisting in the organization and general care of the office as well as providing a welcoming first impression to guests and visitors. The OC will provide Customer Service and other general support and assistance cross-functionally among divisions as needed but will report to the Human Resources Manager.

TYPICAL DUTIES AND RESPONSIBILITIES:

Office and Facilities Coordination – 100%

- Welcome guests and visitors who arrive at the office and connect them with appropriate staff.
- Make and receive phone calls to provide customer service as needed, especially as it relates to events, products, and ministry information.
- Provide assistance by conducting phone calls to Youth Leaders or other event participants.
- Receive packages and mail and deliver to appropriate staff.
- Generally maintain organization and cleanliness of office space including kitchen and board room.
- Maintain office supplies and stocking including kitchen, boardroom, and supply room.
- Take inventory of supplies and reorder as needed.
- Support other projects within the office as needed.
- Assist with preparation of supplies for President's Gathering
- Run occasional errands for supplies, lunches, etc.
- Assist in special projects such as event research, attendee records, etc.

COMPETENCIES PREFERRED/REQUIRED:

- Reliable, professional, courteous, and patient.
- Detail oriented.
- Ability to take initiative, work independently, identify issues, propose innovative resolutions.
- Ability to keep busy during down times.
- Excellent communication and interpersonal skills.
- Adept at prioritizing, scheduling, and multitasking
- Contribute to a team effort with "just do it" mentality

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KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Office supplies are stocked and organized.
- Visitors are welcomed and directed to appropriate staff.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) “Statement of Faith”, must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.