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Description automatically generatedJob Posting**

**Front Desk Administrator**

# **Company Information**

Foothills Bible Church (FBC) exists to help people become faithful followers of Jesus Christ. Our identify is that Everybody is Welcome, Because Nobody is Perfect, and God has Big Plans for Your Life. Our core values are:

* Gospel-Centered
* Journey-Minded
* Relationally-Driven
* Action-Oriented
* Welcoming-Focus

Located on a spacious campus nestled next to the foothills in Littleton, Colorado, FBC is a non-denominational church serving the Denver area since 1973.

# **Job Description**

FBC is looking for a qualified candidate to join our team as the **Front Desk & FSM Administrator**. This role is vital in ensuring smooth daily operations at our front desk and in providing key administrative support for both the church office and our Foothills Student Ministries (FSM). The ideal candidate will be organized, personable, and able to juggle multiple responsibilities in a collaborative ministry environment.

This position combines the responsibilities of a front desk administrator—serving as the welcoming face and voice of our church campus—with weekly support for FSM staff and programming.

**Responsibilities**

* Schedule and monitor door access and campus cameras
* Greet visitors to the campus and Main Office area
* Process incoming and outgoing mail and deliveries
* Order kitchen and office supplies
* Coordinate facilities assistance requests
* Communicate with volunteers
* Coordinate office and classroom set up
* Manage room and building signage
* Coordinate with other members of the administrative team to support general office operations
* Assist with planning for upcoming FSM events
* Communicate with FSM participants and their parents
* Purchase supplies for FSM youth nights
* Provide administrative support for FSM leadership

# **Knowledge, Skills, & Abilities**

* Demonstrates professional and timely communication
* Strong organizational skills to manage multiple tasks, deadlines, and priorities
* Excellent time management skills
* Highly detail-oriented and dependable in completing assignments independently
* Proficient in office software such as Microsoft Office and Google Workspace
* Flexible and adaptable to challenges and circumstances
* Proactive in anticipating needs and identifying potential issues

**Requirements**

* High school diploma
* 1 year of experience in an administrative or receptionist role preferred
* Church experience preferred

## **Salary & Benefits**

* Part-Time (24 hr/wk) Monday through Thursday, 9:00 a.m. – 3:00 p.m.
* Occasional evening and weekend hours required for a handful of FSM events throughout the year
* Salary range: $18-20/hour
* Preschool Discount

# **Ready to Join Our Team?**

* Please email your resume and cover letter to Jenn Beckett at [jbeckett@4fbc.org](mailto:jbeckett@4fbc.org)
* Deadline to apply: July 15, 2025