

Job Posting

Office Administrator



Company Information

Foothills Bible Church (FBC) exists to help people become faithful followers of Jesus Christ. Our identity 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 and personable candidate to join our team as the Front Desk Administrator. The Front Desk Administrator is the welcoming face and voice of our office. This role is vital in helping to ensure smooth daily operations and providing excellent support for our visitors and staff. This role combines administrative support with visitor management to ensure the smooth operation of our front desk and office environment. The Front Desk Administrator will coordinate office operations, assist with campus security, and support the administrative team with general office support. The ideal candidate is organized, personable, and thrives in a collaborative environment.

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
- Provide administrative support to ministries through church management software

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
- Experience in an administrative or receptionist role preferred
- Church experience preferred

Salary & Benefits

- Part-Time (24 hr/wk) Monday through Thursday, 9:00a.m. – 3:00 p.m.
- Salary range: \$19-21/hour
- Preschool Discount

Ready to Join Our Team?

- For more information about our team, check out our [website](#)
- Please email your resume and cover letter to Jenn Beckett at jbeckett@4fbc.org
- Deadline to apply: October 31, 2025