



Hope's Promise is seeking a qualified **Office Administrator**. This position offers an opportunity to be part of a growing and dynamic team. As the first person with whom clients and office guests will meet, one of the primary responsibilities is to ensure guests feel welcomed and comfortable.

Hope's Promise is a small, Christian, family-oriented nonprofit. We provide foster care services, adoption services and global orphan care. In each of our programs we work diligently to ensure that children have the opportunity to grow up in safe and nurturing families.

This is a full-time, 40-hour per week position based out of the main office located in Castle Rock, CO. Our hours of operation are Monday through Friday 8:30 am to 4:30 pm.

Qualifications:

1. Proficient computer skills including Microsoft Word, Microsoft Excel, etc.
2. Strong organizational skills
3. Ability to multi-task and prioritize
4. Excellent verbal and written communication skills
5. Warm, caring individual who is ministry minded
6. Previous clerical/management experience preferred

Primary Responsibilities:

1. Provide administrative support for the organization
2. Maintain supplies and equipment
3. Create and manage files
4. Answer phones and greet visitors
5. Manage incoming and outgoing mail and email
6. Assist finance department with billing and banking tasks

Benefits:

- Flexible work schedules
- Paid vacation, sick time, holidays, and new parent leave
- Health/vision/dental coverage
- Employer matched IRA
- Mileage reimbursement
- Opportunities to travel internationally with our orphan care program.

To apply for this position, please email your resume to beth@hopespromise.com.