



Every Home for Christ, headquartered in Colorado Springs, CO, is an international mission organization focused on the Great Commission. We systematically reach the lost by going home to home with the Gospel in over 130 nations, and disciple all new believers that come to Christ. We have reached more than 3 billion homes with the Gospel and have seen over 150 million people respond to the Gospel.

Operations Support Administrator

Applications and Resumes will be accepted until position is filled

Location: Colorado Springs, CO

Status: Regular, full-time

Responsibilities

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Every Home for Christ.
- Adheres to the Biblical standards of moral conduct, EHC vision statement, EHC statement of faith, EHC's Employee standards and policies, EHC's Covenant of Harmony and upholds Every Home for Christ's ministry in prayer.
- Provides technical writing and editing for creation of documentation, policies, procedures, etc.
- Presentation and copywriting for the VP of IT/Video/Site Ops.
- Provides administrative support to VP of IT/Video/Site Ops.
- Provides administrative support to managers and/or directors of each department IT, Video and Site Ops
- Provide administrative and logistical support for managers and above in each department IT/Video/Site Ops
- Prepares monthly expense reports, reimbursements, check/cash requests on behalf of each department
- Answers, evaluates and prioritizes incoming telephone, voicemail, e-mail, and in-person requests.
- Assists with coordination and scheduling of meetings.
- Provides technical writing and editing for creation of documentation, policies, procedures, etc.
- Responsible for internal communications as assigned
- Helps Site Ops team with events as needed.
- Performs other functions as requested.

Qualifications:

- Has a personal relationship with Jesus Christ
- Firm believer in the power of the printed Gospel, the Every Home for Christ methodology and the mandate of the Body of Christ to make disciples
- High school diploma/GED/Associate's Degree and at least 2-3 years of administrative experience
- Ability to maintain confidentiality
- Ability to work well with others under tight deadlines
- Excellent time management, multi-tasking, and prioritizing projects
- High attention to detail and accuracy
- Excellent verbal and nonverbal communication skills
- Excellent customer service skills with a servant's heart

Base pay will depend on experience.

To Apply:

In order to be considered, please provide the following:

- **Required** - Complete application online www.ehc.org/employment

The above statements are intended to describe the essential functions of this job. It may be necessary for a person to perform other tasks as needed.