



**Position Reports To:** Manager of Operations

**FLSA Status:** Exempt

**Location:** Grand Rapids, Michigan, USA (position may require some travel)

**Type:** Full-Time

**Salary Range:** \$41,000 – \$46,000

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## **ORGANIZATION**

As a young but well-established non-profit ministry, The Colossian Forum (TCF) is positioned to grow dramatically over the next few years both in size and influence. Our vision is for a transformed church—from one that is a place of combative polarization, losing credibility with young Christians and in larger society, to one that is charitable, thoughtful, and able to engage tough problems—a church that knows even in disagreements, “all things hold together in Christ” (Col. 1:17). TCF has fine-tuned an innovative yet proven process for helping the church face into the fear and confusion stemming from cultural conflicts like politics, sexuality, and human origins. We show how divisive issues can become catalysts for growth and intergenerational discipleship.

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## **POSITION**

Reporting directly to the Manager of Operations, the Project and Administrative Coordinator will contribute their expertise to key organizational projects as well as offer administrative services in support of The Colossian Forum’s mission. This position includes a wide range of responsibilities including communication with partners, database management, event administration, financial administration, and office administration.

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## **CORE AREAS OF RESPONSIBILITY**

### **1. Communication with Internal and External Partners**

- Provide clear, warm, and timely communication with internal and external partners both in writing and in person
- Write requested reports by collecting, transcribing, formatting, inputting, retrieving, copying, and transmitting text, data, and graphics

### **2. Salesforce Administration**

- Administrate TCF’s customer relationship management system (Salesforce) to achieve established organizational processes and priorities, monitoring for optimal performance, assuring information accuracy, planning and executing system backups, and creating dashboards and reports
- Partner with external vendors to suggest, support, and implement desired improvements and changes to TCF’s Salesforce instance

- Oversee list segmentation and management in Salesforce producing mailing lists and email lists for marketing and communication print and electronic mailings
- Document all Salesforce processes for staff training and cross-training
- Oversee input and coding of all new organizational prospects and contacts (manual and imports)
- Manage set-up and integration of all digital forms for donations, registrations, inquiries, etc. within Salesforce
- Assist with marketing and communication's print and electronic mailings including deployment and follow-up

### **3. Event Administration**

- Assist with planning and execution of TCF's events including, but not limited to: event scheduling, guest registration, arranging participant travel itineraries, pre-event communication to participants, event cost management, and various hospitality undertakings
- Support post-event follow-up activities including, but not limited to: compiling surveys, scheduling and attending After Action Reviews, and sending information requested by event participants
- Assist in the planning and execution of TCF's annual staff retreat
- Schedule and coordinate meetings, appointments, and travel arrangements as requested

### **4. Financial Administration**

- Prepare weekly financial packets for third-party accounting firm
- Prepare monthly credit card reconciliation report
- Assist in preparation of financial materials for annual audit
- Manage and execute EFTs and online supply ordering for TCF
- Maintain electronic and hard copy filing of invoices and receipts

### **5. Office Administration**

- Complete general clerical duties including photocopying, scanning, and mailing
- Coordinate maintenance of office equipment
- Maintain TCF's library including managing the library database
- Manage TCF's incoming and outgoing mail
- Maintain TCF's office supplies inventory by checking stock to determine appropriate inventory levels, anticipating needed supplies, assessing new office products, placing and expediting supply orders, and verifying receipt of supplies
- Maintain the physical office environment including working with various service providers, scheduling cleaning, stocking of kitchen, etc.

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## **QUALIFICATIONS**

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- A deep interest in the mission of The Colossian Forum as well as a disposition for ongoing learning related to the organization's mission and purpose
- Strong Christian faith and character
- Agreement with TCF's Statement of Faith as encapsulated in The Nicene-Constantinopolitan Creed of 381 and the Chalcedonian Definition
- Three or more years of experience in a support position in a business, non-profit organization, foundation, or governmental agency
- Excellent writing and organizational skills

- Exhibits initiative and adaptability
- Experience with database management—preferably Salesforce
- Working knowledge of Microsoft Office software (particularly Excel, PowerPoint, and Word), Gmail, and Apple products

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## **EDUCATIONAL REQUIREMENTS**

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- Bachelor's degree preferred

The Colossian Forum is an Equal Opportunity Employer (M/F/D/V).

*This job description has been designed to indicate the general nature, and essential duties and responsibilities of work performed by the Project and Administrative Coordinator. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required to do this job.*

Interested parties are invited to submit an application for this position by visiting our website ([www.colossianforum.org/join-our-team](http://www.colossianforum.org/join-our-team)). Note that all applications should be accompanied by a cover letter and resume.