

# Central Admin

Send resumes and inquiries to [admin@coloradocef.org](mailto:admin@coloradocef.org)

## SUMMARY

The Central Admin ensures that every operational detail of the ministry is managed across the state

## DETAILS

- Compensation: Determined by available funds, size of area, number of clubs, and experience
- Hours: 5-8 hours per week. Hours may fluctuate based on weekly needs
- Work schedule is flexible and primarily from home with in-office responsibilities happening 1-2x per week

## KEY RESPONSIBILITIES

- Maintain all necessary paperwork and documentation for the ministry
- Support local chapters with their required administrative duties
- Ensure ministry is in good standing with HQ regarding its administrative requirements
- Help ministry continually improve its operational effectiveness
- Manage the central email accounts responding to critical needs and communication
- Support finance team in maintaining weekly accounting processes
- Manage the ongoing and ad-hoc office responsibilities
- Ensure the central office is well-maintained on all levels
- This person must have strong technology skills and be highly competent with programs like excel, word, g-suite as well as an ability to learn new platforms and programs quickly.

The Central Admin will help the ministry run like a well-oiled machine in every area across the state.

\*\*\*CEF Colorado is looking for someone who might consider the central admin role along with being a local ministry coordinator. These roles could combine well for someone who is administratively-minded but also would like to be involved in helping an area reach kids.



**CHANGING  
ETERNITY  
ONE CHILD  
AT A TIME**