

Job Posting

Rocky Mountain Conference

Job Title:	Administrative Assistant
Department / Location:	Planned Giving & Trust Services / Denver, Colorado
Reports to:	Director of Planned Giving & Trust Services
Status:	Part-time, Non-exempt, hourly / 28 hours per week
Wage Scale:	\$23.80 to \$31.87 Per Hour

Job Summary:

The Planned Giving and Trust Services Department is seeking a part-time Administrative Assistant to provide administrative support to ensure the department operates in compliance with General Conference requirements and accreditation standards. This role functions within a collaborative, team-focused environment that values mutual support, shared learning, and a spirit of prayerful service.

Key Responsibilities:

- Answer department calls, greet visitors, and direct inquiries appropriately.
- Maintain and organize confidential client files, databases, and departmental records.
- Prepare and review signature packets for estate planning appointments.
- Coordinate meetings and manage agendas, minutes, and documentation.
- Process and scan legal documents and assist with estate settlements and file closures.
- Support committee documentation and tracking, including revocations and conflict-of-interest forms.
- Help manage calendars, mailings (e.g., birthday cards, annual calendar), and internal forms.
- Assist with special projects, file reviews, and process improvements.

Qualifications:

- Church Membership: Must be a member in good standing of a church within the Rocky Mountain Conference (or become one within six months if relocating).
- Tithe Commitment: Must faithfully return tithe to the Rocky Mountain Conference.
- Education: Associate degree preferred or equivalent experience in a related field.
- Notary: Must be or be able to become a Colorado Notary Public (cost covered by department).

Experience & Skills:

- Strong organizational and multitasking abilities with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Access) and standard office equipment.
- Knowledge of business administration, customer service, and office management.
- Experience with wills, trusts, and probate preferred; paralegal background is a plus.
- Prior office administration experience is highly desirable.

Core Competencies:

- Detail-oriented and analytical thinker.
- Effective time management and planning skills.
- Problem-solving and initiative-driven.
- Collaborative team player with a positive attitude.
- Self-starter who works independently and embraces learning.

How to apply:

Please submit application, resume and cover letter by clicking on the link below:

[Employment Application](#)