

Administrative Assistant

Rocky Mountain Conference of Seventh-day Adventists

Education Department

Part-Time | 25 Hours per Week | Denver, Colorado

Hourly Wage: \$24.95–\$33.40

Help Support the Mission of Adventist Education

The Rocky Mountain Conference Education Department is seeking an organized, service-minded Administrative Assistant to support Adventist education throughout Colorado, Wyoming, and New Mexico.

As one of the primary points of contact for the department, you'll provide exceptional administrative support to principals, head teachers, and the Education leadership team while helping create a welcoming, professional, and mission-focused experience for schools, families, and constituents.

Our Mission

The Rocky Mountain Conference Education Department prepares and inspires students to know Christ, develop character through service, and make a positive difference through Adventist education.

CHERISH Values: Christ-Centered • Honor • Exploration • Respect • Integrity • Service • Heroism

Primary Responsibilities

- Serve as the primary administrative contact for the Education Department.
- Support principals, head teachers, and Education leadership.
- Manage communications, correspondence, calendars, meetings, agendas, and records.
- Coordinate events, professional development, teacher meetings, commissioning services, and board meetings.
- Assist schools with annual reports, teacher certification, and conference documentation.
- Prepare communications, promotional materials, and special projects.
- Collaborate with conference departments and educational partners.

Qualifications

- Heart for Christian service and Adventist education.
- Strong organizational, communication, and customer service skills.
- Initiative, attention to detail, and ability to manage multiple priorities.
- Professionalism, discretion, integrity, and collaboration.

Preferred:

- Associate degree or equivalent experience.
- Administrative experience in an office, education, nonprofit, or ministry.
- Proficiency with Microsoft Office, Google Workspace, and ability to learn new software.
- Experience coordinating meetings, events, and multiple projects.

Employment Requirements

- Be a member in good standing of the Seventh-day Adventist Church within the Rocky Mountain Conference (or become one upon relocation, if applicable).
- Support the mission and beliefs of the Seventh-day Adventist Church.
- Be legally authorized to work in the United States.

Apply

Complete the online application and upload your résumé by clicking on the link below.

[Employment Application](#)