



Position: Office Coordinator

Pay: Pay commensurate with experience

Full-time/part-time: Full-time, 40 hours per week; occasional evening/weekend events and travel

Benefits: Negotiable

Permanent/Temporary: Permanent

Job location: In-office, remote, and field

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Office Coordinator

Under the supervision of the president, the office coordinator provides operational, logistical, and administrative support. Since the office coordinator will be in close contact with donors, vendors, staff, and allies, he or she should be personable, outgoing, and possess good written and oral communication skills.

Responsibilities:

- Office support (50%)
 - Managing Quickbooks and payroll, maintaining expense reports and office/personnel records
 - Handling media/speaking requests
 - Managing schedules for senior level staff, including president, director of community engagement, and development associate
 - Coordinating with vendors, including but not limited to web developers, CRM/advocacy platforms, mailing houses, graphic designers, etc.
 - Capability to utilize and manage Microsoft Office Suite, Google Suite, and other computer needs
- Donor and constituent relations (35%)
 - Answering and returning phone calls, emails, and mail correspondence
 - Processing and cataloguing donor gifts within CRM platform
 - Maintaining CRM platform
 - Setting up email campaigns through CRM and advocacy platforms
 - Assisting with the logistics of fundraising campaign mailers
 - Printing and mailing donation receipts and thank you cards
 - Making phone calls to ministry partners and ministry friends about organization programs, initiatives, and upcoming events
- Event planning and execution (20%)
 - Assisting the president, event coordinator, and church engagement director with the planning and execution of events, including fundraisers, pastors' breakfasts, and Biblical Activism Bootcamps
 - Coordinating with event venues, vendors, speakers, and participants
 - Overseeing event sponsorships

To apply, please submit your cover letter and resume to info@idahofamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.