

Position: Office Coordinator

Pay: \$45,000 to \$52,000

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

Benefits: 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend

Permanent/Temporary: Permanent

Job Location: Boise, ID

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 Chief of Staff, 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 communication skills.

Responsibilities:

- Office Support (50%)
 - Maintaining expense reports and office/personnel records
 - Assist with the planning and execution of events in coordination with the Event Planner
 - Manage schedules for senior level staff, including President, Vice President, Director of Community Engagement, and Development Officer
 - Coordinate 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 (25%)
 - Answer and returning phone calls, emails, and mail correspondence
 - Process and cataloging donor gifts within CRM platform
 - Assist in maintaining CRM Platform
 - Set up email campaigns through CRM and advocacy platforms
 - Assist with the logistics of fundraising campaign mailers
 - Print and mail donation receipts and thank you cards
 - Make phone calls to ministry partners and ministry friends (donors) about organizational programs, initiatives, and upcoming events
- Volunteer Coordination (25%)
 - Recruit volunteers to help with administrative tasks, events, etc.
 - Nurture relationships with volunteers to ensure consistent and reliable volunteer supply

To apply, please submit your cover letter and resume to Titus@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.