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POSITION: Front Desk Receptionist  
COMPANY: Augustine Institute, Greenwood Village, CO  
SUPERVISOR: Office Manager

## COMPANY INFORMATION

The Augustine Institute is a registered 501(c)(3) Not For Profit Corporation headquartered at Augustine Institute ~ 6160 S Syracuse Way ~ Greenwood Village, CO 80111 ~ 303-937-4420 voice

**Mission:** The mission of the Augustine Institute is to serve the formation of Catholics for the New Evangelization. Through our academic and parish programs, we equip Catholics intellectually, spiritually, and pastorally to renew the Church and transform the world for Christ.

## JOB DESCRIPTION

The primary responsibility of the position is to convey warmth and a welcoming environment to visitors, guests, and callers as well as faculty and staff. The office is a fast paced, active community of faculty members, students, Trustees, Board Members, management and staff from the business office. Although there are scheduled day-to-day tasks, the position requires a person who is flexible, able to prioritize, clearly communicate and a willingness to aid in a variety of projects and activity that occur on an ad-hoc basis. The position includes typical office functions requiring computer and interpersonal skills as well as the ability to organize learn new skills and projects. The position reports to and supports the office manager in overall functioning of the office and assist in other areas of the office as needed.

## RESPONSIBILITIES

- Ensure front desk coverage during normal business hours
- Play key role in hospitality by greeting and welcoming visitors to the Augustine Institute
- Answer phones and direct to the appropriate person
- Open and process incoming and outgoing mail
- Responsible for incoming and outgoing shipments
- Assist in preparations for upcoming company events
- Responsible for office and kitchen inventories and ordering supplies
- Work with student workers at the front desk to provide continuity in day-to-day tasks
- Ensure office supply rooms, kitchens and conference rooms are maintained on a day-to-day basis
- Perform other duties as assigned

## REQUIREMENTS

- High School or higher education
- 3+ years office/receptionist experience preferred
- Functional skills in Microsoft computer applications; preference for high Excel skill level
- Demonstrated organizational skills
- Ability to work as a team player in a fast-paced environment
- Assist Business Office department personnel with special projects/ mailing, etc.
- Demonstrated communication skills in answering phone calls and welcoming guest & team members
- Openness to listen and learn from supervisor and/or faculty & staff members
- Ability to fulfill commitments of time and work completion
- Flexible and open to task directives
- Willingness to learn and adapt to the AI office environment

## COMPANY HISTORY

**History:** In 2005, as a response to the call of Pope St. John Paul II, Catholic scholars established in Denver a graduate school dedicated to transforming Catholic education for the New Evangelization. Since then, the Augustine Institute has become the fastest growing Catholic graduate school in the United States, training our students to proclaim the Gospel with new “ardor, methods, and expression,” as Pope St. John Paul II insisted. What began as a graduate school has quickly expanded into a multi-faceted institute providing strategic, disciple-based parish programming and leadership formation to dioceses and parishes across America.

In July 2015, the Augustine Institute and its partners launched FORMED.org, our digital, state-of-the-art, online platform, which makes available the best Catholic content from a host of leading Catholic Apostolates.

In November 2015, the Augustine Institute entered into a merger with Lighthouse Catholic Media, which included its Parish Kiosk Program, other channels; its audio content (CDs and mp3s); and what is now the Ignatius Press-Augustine Institute Joint Publishing Venture.