



JOB OPENING: *Locations Specialist*

Cornerstone Christian Counseling is a vibrant, faith-based organization that places a high value on caring for our clinicians and clients well while pursuing excellence in all we do. Currently we are looking for an individual to join our team as our Locations Specialist. If you have an eye for aesthetics and creating welcoming and comfortable environments, then this position is for you. This is a part-time position with varied hours throughout the week, with the biggest commitment of time being Wednesday mornings to visit our Denver metro offices to restock supplies and check the offices for any issues.

Please review the below job description carefully and we will look forward to hearing from you if you believe you are a qualified candidate for this position.

Department: Operations

PT/FT: PT (8-12 hour/week)

Location: Denver Metro Area

Reports to: COO or Director of Operations

FLSA Status: Non-exempt

Effective Date: ASAP

Job Summary:

The purpose of this role is to be the main point of contact for the Denver Metro Cornerstone office locations as it relates to maintaining office supplies, ensuring counseling offices are welcoming and comfortable, and also communicating with property management on any issues that arise.

Duties/Responsibilities:

- Regularly, on Wednesday mornings, visit each Denver area office location
 - to restock office supplies and coffee/tea/water;
 - spot clean as needed;
 - evaluate aesthetics and functionality of office spaces;
 - and make note of improvements as needed.
- Respond in a timely manner to urgent location issues, working with property management in an assertive manner to ensure these issues are addressed promptly.
- Respond to messages in the offices@christiancounselingco.com email promptly.
- Manages and foresees supply needs and shops for all supplies.
- Gives tours to new counselors and interns when hired.
- Manages all location security, including keys, key cards, parking passes, passcodes and collects keys upon employee/intern termination.

- Communicates with Cornerstone team regularly regarding maintenance issues, general building updates, changes or upgrades.
- Builds rapport with property managers and office neighbors.
- Coordinates and manages sublessors.
- Coordinates and manages all external contractors (cleaning, water company, etc).
- Coordinate with Colorado Springs location lead.
- Tracks mileage and expenses and submits receipts promptly.
- Supports COO/Director of Operations as needed when office location changes happen.
- Establishes location management routines at new locations.

Spiritual Responsibilities:

- It is important as an employee of Cornerstone Christian Counseling that you believe in our mission, vision, and Statement of Faith.
 - Mission: Helping people heal, grow, and thrive
 - Vision: We will help bring about a world where people are healed, restored, redeemed, and set free.
 - And Statement of Faith, found [HERE](#).

Required Skills/Abilities:

- Proactive in forecasting location needs
- Excellent interpersonal skills to work with property management, as needed
- Detail oriented with an eye for aesthetics
- Assertive and a problem solver
- Excellent organizational skills
- Ability to prioritize urgent matters

Schedule:

- Daily - Check in on Cornerstone emails and chats to address any urgent issues and determine supply needs for upcoming office visits.
- Wednesdays - Visit 2-3 Denver Metro office locations each week to restock supplies, check on status of the offices, ensure everything is looking welcoming and comfortable for clients and counselors. (The offices are closed to counseling sessions until 11:00 AM on these days, which makes for the perfect time to visit the offices between 8:00 -11:00 on Wednesdays.)
- As needed throughout the week, shop for necessary supplies to restock offices each Wednesday.

Education and Experience:

- Previous experience working with property management companies preferred.

Physical/Technology/Transportation Requirements:

- Must have a secure/private working location as this role requires confidentiality and privacy of personal information.
- This position is mostly remote and requires use of your own personal computer, smartphone and high-speed internet connection in order to work in all of our cloud-based software programs.
- Reliable transportation in order to drive to metro area office locations.
- Must be able to lift up to 10 pounds at a time.
- Must be able to bend, lift and climb stairs to deliver and arrange office supplies as needed.

The hourly rate for this position will be \$17.50/hour. Medical, dental and vision benefits are available for this position, with a portion of the medical premiums being covered by Cornerstone. Other benefits include PTO and stipends for continuing education and/or ergonomics.

Please submit your resume and a brief cover letter letting us know why you think you're the best candidate for the job to hr@christiancounselingco.com. Because of the confidential information you will be privy to in this position, and due to the freedom you will have in being able to work remotely, references are requested with your resume and will be checked. Thank you, and we look forward to hearing from you!