



Part-Time Event Assistant

JOB SUMMARY

Axis is currently seeking a highly organized and motivated Part-Time Event Assistant to contribute to the successful planning, coordination, and execution of 4–5 key events annually, including one large-scale signature gathering. These events vary in size and format and are hosted in diverse locations throughout the year. They serve as vital opportunities to connect with and steward our network of donors, parents, ministry partners, and members of the broader Axis community.

The ideal candidate for this role is someone who is detail-oriented, proactive, and enthusiastic about creating meaningful, faith-driven experiences. This person should be capable of managing logistics, timelines, and vendor coordination with excellence and grace. Strong communication and interpersonal skills are essential, as the Event Assistant will collaborate closely with the Advancement team, as well as external partners, to ensure each event reflects the heart and professionalism of Axis.

This is a part-time position based in Colorado Springs and requires the individual to reside locally. While much of the work can be done remotely, occasional in-person meetings and preparation work at the Axis office are required, especially in the weeks leading up to events. The role also includes light travel, with the expectation of attending 1–2 weekend events per year outside the Colorado Springs area.

This is a unique opportunity for someone passionate about operational excellence and ministry to be an integral part of a mission-driven team that is equipping the next generation with a lifelong faith in Jesus.

JOB DETAILS

Job Title: Event Assistant

Status: Part-Time

Department: Advancement

Reports To: Director of Advancement

Serves On: Advancement Team

Team Schedule: 1 Half day in COS Office, 2 half days remote (if desired)

Summary of Benefits: No benefits with part time

Hourly Range: \$20-\$22/hr, depending on skills and experience

KEY RESPONSIBILITIES

- Assist with event planning and logistics, including creating and managing timelines, task lists, and event documents
- Coordinate with venues, caterers, AV teams, and other vendors to secure services and contracts
- Help with booking travel and accommodations for speakers, team members, or guests
- Track RSVPs and maintain event registration databases
- Prepare event materials such as name tags, signage, programs, and gifts
- Support event execution: set-up, hospitality, guest check-in, and tear-down (one, maybe two events)
- Work closely with the Advancement team to ensure each event supports Axis' mission and donor relationships
- Contribute to post-event follow-up, debriefs, and data entry
- Provide administrative support and attend team meetings as needed
- Communicate professionally with donors and guests as needed





SKILLS & QUALIFICATIONS

- A deep personal faith in Jesus Christ and a strong alignment with Axis' mission and values
- 1–2 years of experience in event coordination, hospitality, or administrative support (nonprofit or ministry context preferred)
- Highly organized with strong attention to detail and time management
- Effective communicator, both written and verbal
- Tech-savvy, with comfort using Google Workspace, Microsoft Office, and event management platforms
- Able to lift up to 25 lbs and stand for extended periods during events
- Must live in or near Colorado Springs, CO and be able to attend in-person meetings and events

SCHEDULE & TRAVEL

- Flexible part-time schedule (approx. 10–15 hrs/week), with increased hours leading up to events
- Availability for occasional travel for events (1–3 days at a time)
- Must be available for some evenings and weekends depending on event timing

Note: This job description is a general outline of the key responsibilities & qualifications of the role at Axis.org. It may be modified or expanded to meet the evolving needs of the organization. To apply for this role, email your resume to ashley@axis.org.

AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents, the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

