

Office Coordinator

Location: Franklin, TN

We're looking for a passionate individual who can make our organization operate smoothly by providing a full spectrum of broad-ranging support across our internal operations. You'll be at the heart of our office's operations and activities that keep our team moving forward. Working largely behind the scenes, you'll be able to put your fingerprints all over our organizational procedures as you work closely with all our departments. This role reports to the VP of Operations.

What You'll Do:

- Maintain a functional and productive office environment by ordering office supplies, office equipment, facilitating equipment, and IT maintenance services.
- Perform an extensive array of administrative tasks that include managing calendars, internal office scheduling, booking travel, and receiving and distributing deliveries.
- Provide general support to visitors.
- Manage and plan internal events, including but not limited to corporate meetings, team offsites, and team building.
- Solicit and collect feedback from team members regularly and act accordingly.
- Ensure accurate reporting of all expense reports.

- Regularly complete Accounts Payable and Accounts Receivable tasks including cutting checks and submitting payment approvals.
- Assist in logistical support for the employee hiring, onboarding, and departure experience for prospective and current employees.
- Manage office expenses, vendor relations, office supplies, workflow logistics, food/snack amenities, and basic IT for our office.
- Ability to complete special and/or urgent projects on an as-needed basis.

Who You Are:

- You have the heart of both a helper and executor who is great at anticipating needs, identifying what needs to be done, and doing them.
- Excited and self-motivated to build efficient and effective habits into existing operations, and a desire to design and implement new operational strategies.
- Professional and proactive work ethic.
- Ability to communicate and collaborate effectively with a diverse range of people and job functions.
- Excellent organizational, interpersonal, multi-tasking, verbal, and written communication skills.

- Able to remain energetic in a fast-paced environment.
- Capable of discerning confidential information and maintaining confidentiality.
- Functional knowledge of relevant software including Microsoft Office Suite, Google Workspace, DocuSign, Expensify, and Slack.
- Bachelor's degree in Business or similar field of study.
- Personal thriving and evident relationship with Jesus Christ.

Who We Are:

Q Ideas offers a front-row seat to learn about faith & culture and was founded by Gabe & Rebekah Lyons in 2007 as a platform to help leaders and influencers engage culture from a biblical worldview. Today, we accomplish this mission through media and live events designed for the thoughtful Christian. The “Q” in our name stands for questions, and it comes from the belief that an informed, winsome, and theologically faithful approach starts with Christians who seek to understand, learn and grow.

To Apply:

Please apply ONLY if you meet the above qualifications. Send a cover letter and resume to jobs@qideas.org with the subject line “Office Coordinator: [YOUR NAME]” along with written examples of your work. This is a full-time, on-site, entry-level position in Franklin, TN. We are an equal opportunity employer.

