



**Administrative Assistant
Part-time**

Manna Resource Center is a faith-based nonprofit organization founded to strengthen individuals and families in Douglas County, Colorado and the surrounding area through programs that provide holistic care and support in the areas of self-sufficiency, wellness, and family development. As an employee of Manna Resource Center, you will be joining a team that is committed to loving and serving our neighbors through authentic connections to resources and relationships.

Manna Resource Center has three core programs: Manna Connect; the Family Center of Douglas County; and Manna Community Wellness. Manna Connect combines the elements of coaching, community engagement, and career skill advancement to support greater self-sufficiency in the lives of participants. The Family Center of Douglas County strengthens families through comprehensive coaching, resource navigation, and mental health support. Manna Community Wellness provides professional mental health support for clients of Manna Connect and the Family Center of Douglas County. The Administrative Assistant will support the programs of Manna Resource Center as well as the fundraising efforts. This position will also serve the Manna Resource Board of Directors by taking the minutes at board meetings.

Reports To:

Manna Resource Center Executive Director

Location:

Manna Resource Center is located at Cherry Hills Community Church, 3900 Grace Blvd., Highlands Ranch, CO. This position will be located at the Manna Resource Center office and is not a remote position.

General Job Responsibility

The Administrative Assistant is responsible for supporting the three core programs of Manna Resource Center by serving as a point of contact for clients and stakeholders. The position will also provide administrative support to the Director of Development.

Specific Job Responsibilities

The Administrative Assistant will ideally work 4-5 hours per day on a 4-5 day work schedule, totaling 20 hours per week.

- Greet clients, answer inquiries, and create a welcoming environment.
- Answer Manna Connect and Family Center phone calls and provide information about programs to potential clients.
- Organize and maintain files and databases, including the donor database, in a confidential manner.



- Invoice and process payments for organization.
- Perform clerical duties such as filing, photocopying, transcribing, and mailing.
- Maintain MRC's social media presence through regular content.
- Conduct regular communication with donors, clients, and stakeholders via email, website, newsletters, and other tools.
- Set-up and attend bi-monthly board meetings (Wednesday evenings) to take board minutes as well as maintaining the board calendar and communications with board members.
- Assist in the preparation of regularly scheduled reports.

Qualifications

- High school diploma and experience serving in a customer service role.
- Proficient in Microsoft Office Suite and Google Drive applications.
- Ability to effectively communicate via social media platforms.
- Experience with Quickbooks, donor management, and CRM software preferred.
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences.
- Attention to detail, high standards, initiative, and follow-through.
- Proven ability to motivate others and solve problems.
- Team player who is willing to help other staff team members.
- Excellent organizational skills.
- Strong commitment to the Christian faith.

Compensation

Hourly wage: \$21/hr for 20/hours per week

Benefits: Sick days, Vacation days and paid holidays, 403(b) match

Interested?

To apply, please send a resume and cover letter to ewhite@mannaresourcecenter.org