



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 all Manna Resource Center programs.

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 the first point of contact for clients and stakeholders.

Specific Job Responsibilities

The Administrative Assistant will ideally work 4-5 hours per day on a 4-5 day work schedule, totalling 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 in a confidential manner.
- Create invoices, track payments, and maintain files for Medicaid billing.
- Invoice and process payments for organization.
- Perform clerical duties such as filing, photocopying, transcribing and faxing.



- Conduct regular communication with clients and stakeholders via email, website, newsletters, and other tools.
- 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.
- Experience with Quickbooks 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.
- Strong organizational skills.
- Strong commitment to the Christian faith.

Compensation

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

Benefits: Vacation days and paid holidays

Interested?

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