



*** JOB ANNOUNCEMENT ***

Job Title:

Part-time Administrative Assistant (20 hours/week)
Partners is a nonprofit agency that empowers youth and community members to achieve their full potential through mentoring, prevention education, and strategic partnership. Visit www.poweredbypartners.org for more details.

Basic Information/Duties:

The Admin Assistant is responsible for general office work including, but not limited to, sorting and filing, scheduling, composing emails and sending out mailings, creating and maintaining Excel spreadsheets and database management. The Admin Assistant will follow established administrative procedures and ensure effective support of the organization's operational and administrative needs. 20 hours per week, \$16 per hour.

Minimum Requirements:

- Only applicants who meet the following will be considered:
- Personable, comfortable with phone communication.
 - Computer skills, including Microsoft Office Professional and Internet software.
 - Organized and detail oriented with excellent written and verbal communication skills.
 - QuickBooks proficiency preferred
 - Professional office experience preferred
 - Prefer experience working in non-profit arena.

Application Deadline

Sunday, January 24, 5 pm

Send Resume and Cover Letter To:

jobs@poweredbypartners.org

- OR -

Partners
Attn: Human Resources
530 S. College Ave., Unit 1
Fort Collins, CO 80524

NO CALLS OR WALK-INS PLEASE