



## \*\*\* JOB ANNOUNCEMENT \*\*\*

<b>Job Title:</b>	<b>Administrative Assistant, Part-time (12 hours per week)</b> Partners is a nonprofit agency that empowers youth and community members to achieve their full potential through mentoring, prevention education, and strategic partnership. Visit <a href="http://www.poweredbypartners.org">www.poweredbypartners.org</a> for more details.
<b>Basic Information/Duties:</b>	The Administrative Assistant is responsible for bookkeeping and general office work including, but not limited to, Accounts Payable & Receivable, creating and maintaining Excel spreadsheets and database management, composing emails and sending out mailings. The Admin Assistant will follow established administrative procedures and ensure effective support of the organization's operational and administrative needs. 12 hours per week at \$17.00 per hour.
<b>Minimum Requirements:</b>	Only applicants who meet the following will be considered: <ul style="list-style-type: none"><li>• Computer skills, including Microsoft Office</li><li>• Bookkeeping experience, QuickBooks proficiency preferred</li><li>• Organized and detail oriented</li><li>• Excellent written and verbal communication skills</li><li>• Professional office experience preferred</li><li>• Non-profit experience preferred</li></ul>
<b>Application Deadline</b>	Sunday, November 13, 2022
<b>Send Resume and Cover Letter To:</b>	jobs@poweredbypartners.org or Apply through Indeed.com or mail resume to:  Partners Attn: Human Resources 530 S. College Ave., Unit 1 Fort Collins, CO 80524
	<b><u>NO CALLS OR WALK-INS PLEASE</u></b>