



JOB ANNOUNCEMENT
Program Assistant
Community Resource Center, Denver, CO

Community Resource Center (CRC) is a nonprofit organization established in 1981 to provide innovative resources, education and strategies to nonprofits and community based organizations in Colorado. We seek a well-organized Program Assistant to support the organization's successes in strengthening Colorado's nonprofit sector. CRC's work environment is fast paced, dynamic and flexible. Staff and AmeriCorps VISTA members collaborate closely on program development and execution. CRC's team engages in grassroots, hands-on strategies for nonprofit capacity building, with an emphasis on our statewide presence. Candidates should be comfortable working in diverse communities across Colorado.

CRC is seeking an outgoing and personable Program Assistant with excellent written and oral communication skills, ability to multi-task and meet deadlines, and attention to detail.

Community Resource Center is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all members of our staff and clients.

Essential Qualifications

- Agreement with and commitment to CRC's mission and values
- Exceptionally well-organized and flexible, with strong time-management skills
- Enthusiastically represents CRC by displaying a positive attitude, high level of energy and commitment to quality throughout all aspects of the job
- Availability to travel for work
- Experience working effectively in both independent and team situations
- Ability to take initiative to accept new assignments and challenges
- Exemplary customer service skills
- Strong communication skills (verbal and written)
- Motivated self-starter
- Proficiency with Microsoft Office; preferred experience with Salesforce
- Some college education required

Duties & Responsibilities

- Support CRC's Colorado Grants Guide™ internally, including: sales administration, coordination of store purchases, and database maintenance.
- Provide customer service to Colorado Grants Guide™ subscribers and conduct outreach to potential subscribers.
- Research and review the accuracy of funder profiles on the Colorado Grants Guide™.



COMMUNITY RESOURCE CENTER

SUCCESS STRATEGIES FOR COLORADO NONPROFITS

- Support CRC's various programs through on-site event execution, registration management, and material development.
- Support effective outreach and marketing through Salesforce database management and execution of a strategic communications plan that includes social media and website administration.
- Coordinate and expand programs for CRC volunteers, AmeriCorps VISTA members, and interns, including support of daily tasks, organization and planning, recognition, and protocol development.
- Participate as a member of the CRC team, including participation in staff meetings, teambuilding and professional development, and partner events with the Colorado Collaborative for Nonprofits.

This is a full-time opportunity based in our Denver office. Compensation package includes benefits and pay range of \$13 - 15 per hour.

How to Apply: Please send a resume and cover letter addressing why you are uniquely qualified for this position in PDF format to jobs@crcamerica.org with "Program Assistant Application" in the subject line. Please, no calls. Resumes will be reviewed upon receipt.