



COMMUNITY RESOURCE CENTER  
SUCCESS STRATEGIES FOR COLORADO NONPROFITS

## **JOB ANNOUNCEMENT – COMMUNITY RESOURCE CENTER**

### **Operations Assistant**

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 build the capacity of individuals, organizations and networks to affect change. CRC's work environment is fast paced, dynamic and flexible. CRC's team engages in grassroots, hands-on strategies for nonprofit capacity building, with an emphasis on our statewide presence. CRC is a member of the Colorado Collaborative for Nonprofits and has a team of 10 staff and five AmeriCorps VISTA members.

#### **Position Summary:**

The part time Operations Assistant supports internal infrastructure to keep the organization running smoothly and efficiently. The ideal candidate will have excellent organizational skills, the 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, AmeriCorps VISTAs and program participants.

#### **Duties and Responsibilities:**

##### **Office Support (60%)**

- Maintain and manage CRC's main calendar and general email to support the coordination of organization-wide operations
- Serve as a Salesforce administrator; complete routine database maintenance and data entry
- Support clients using the Colorado Collaborative for Nonprofits Training Center
- Purchase and monitor office supplies
- Monitor all business registrations, including maintaining accurate filings with the Secretary of State
- Work with CRC vendors and contractors for routine maintenance; serve as a staff liaison for troubleshooting
- Assist in onboarding of new staff and VISTAs

##### **Finance Support (40%)**

- Create and send invoices; ensure proper accounting of accounts receivable; monitor and follow up on outstanding accounts receivable
- Assist staff with monthly financial processing including credit/debit card reconciliation and pulling reports in QuickBooks
- Serve as the primary customer contact for questions regarding and processing of payments and refunds
- Maintain proper filing of organizational and financial documents



**Qualifications:**

- 1-3 years of relevant experience, or an equivalent combination of education and experience is required
- Strong organizational and customer service skills and proven high attention to detail
- Experience with accounting software (preferably QuickBooks) and/or a CRM database (preferably Salesforce) is desired
- Excellent professionalism and judgement
- Track record of discretion and reliability and ability to handle confidential information appropriately
- Computer literate and tech savvy including strong command of Microsoft Office suite
- Adaptable to changes in the work environment, manages competing demands and is able to deal positively with frequent change, delays or unexpected events
- Willingness to work cooperatively as part of a team; collaborative and positive attitude
- Agreement with and commitment to CRC's mission and values

**Position Details:**

This is a part-time (20-25 hours per week) position based in CRC's Denver office. Compensation will range from \$16.00-18.00/hour and is based on experience. CRC uses the Colorado Nonprofit Compensation & Benefit survey to determine salary schedules. Benefits not included.

To apply, please send one document containing a resume and cover letter explaining 1) why you are particularly interested in this position and 2) how your experience aligns with the job announcement. Please send a single PDF to [jobs@crcamerica.org](mailto:jobs@crcamerica.org). Please reference "Operations Assistant" in the subject line of your email. You can find out more about CRC programs at [www.crcamerica.org](http://www.crcamerica.org).

No phone calls please.