



Job Title: Administrative Assistant (Part-Time)

Location: Centennial, CO (On-site/Hybrid options available)

Commitment: 25-30 hours/week

Organization: The Park Adoption Community Center

About Us:

The Park is a dedicated post-adoption community center committed to providing lifelong resources that help empower and nurture adopted individuals and their families to grow and thrive. We aim to build a supportive community that fosters belonging, understanding, and growth for all our participants.

Position Overview:

As our organization grows, we are looking for a warm, organized, and efficient Administrative Assistant to support our day-to-day operations and ensure every interaction with our community is handled with care and professionalism. The Administrative Assistant will be the first point of contact for visitors, callers, and email inquiries, providing a friendly and professional in-person and virtual presence at our community center. This role involves managing a variety of administrative tasks to ensure smooth operations and support for our programs and events. Strong organizational and interpersonal skills are essential. Computer proficiency is preferred.

Key Responsibilities:

- **First Point of Contact:** Serve as the first point of contact for community members, visitors, and callers, offering a warm and welcoming environment.
- **Communication Coordination:** Respond to incoming calls, emails, and in-person inquiries, directing them to the appropriate team members or providing information about our programs and services.
- **Administrative Support:** Assist with daily tasks, such as tracking event registration, updating releases, managing vendor contracts, maintaining office supplies, organizing files, managing calendars, and handling mail.
- **Data Entry and Record Keeping:** Maintain accurate records of community member information, donations, volunteer hours, and other essential data.
- **Event Support:** Help plan and coordinate community events, workshops, and meetings, including preparing materials, coordinating volunteers, and communicating with participants.



- **Office Management:** Ensure the community center is always well-organized, clean, and welcoming, creating a welcoming and vibrant environment for all who visit.
- **Team Collaboration:** Work closely with team members to support organizational projects, initiatives, and outreach efforts.
- **Research Maintenance:** Maintain The Park's resource database, ensuring that all resources remain relevant and up to date.
- **General Technical Proficiency:** Utilize basic computer skills to manage documents, spreadsheets, and other office tools efficiently. Comfort with learning new software is a plus.
- **Payment Management:** Collect, process, and deposit all fees for The Park programs. Collect receipts and manage reports for all The Park charges.

Qualifications:

- Previous experience in an administrative or customer service role is preferred.
- Positive personality, with strong interpersonal skills and a friendly and approachable demeanor.
- Motivated self-starter mentality and proactive attitude, with the ability to handle multiple tasks.
- Excellent organizational skills and keen attention to detail.
- Strong written and verbal communication skills.
- Proficiency in basic computer skills (e.g., Microsoft Office Suite) and an ability to learn new technologies quickly.
- Ability to handle sensitive information with discretion and confidentiality.
- A willingness to support various tasks as needed.
- A passion for the mission of The Park and an understanding of and sensitivity for the adoption community.
- A personal connection to adoption as an adoptee or adoptive parent/relative is a plus.

Why Join Us?

- Be the welcoming face and voice of a community-driven organization dedicated to amplifying the stories and experiences of adoptees and adoptive families.
- Work in a supportive and inclusive environment where your contributions will directly impact the lives of those we serve.
- Enjoy a dynamic and varied role with opportunities for personal and professional growth.



- Join a passionate team committed to making a difference, with flexible working arrangements and a positive work culture.

How to Apply:

Interested candidates should submit their resume and a cover letter explaining their interest in the position and relevant experience to careers@theparkcommunity.org by October 15, 2024.

The Park is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.