

### ROLE DESCRIPTION

<b>Position Title:</b> PT Administrative Assistant –Afternoons/Evenings (3:00 – 8:00 p.m.)	
<b>Reports to:</b> Family Success Center Office Manager	
<b>Salary Range:</b> \$18 - \$20/hour depending on experience	
<b>Location:</b> Pikes Peak United Way – Family Success Center	<b>Division:</b> Family Success Center
<b>Classification:</b> Part Time; Non-exempt	<b>Supervises:</b> N/A

**PIKES PEAK UNITED WAY MISSION STATEMENT:** To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

### **ESSENTIAL FUNCTIONS**

- Greet all visitors with a welcoming attitude and ensure all visitors sign in and out.
- Assist in managing and maintaining event/rental calendar for shared spaces and kitchen for the Family Success Center.
- Understand empowOR database software and how PPUW staff and partners interface with the program.
- Ensure meeting/event rooms are neat and materials are ready prior to meetings/events.
- Provide administrative support to the entire FSC team with day-to-day tasks as well as special projects.
- Sort and distribute mail for the Family Success Center partners and PPUW staff.
- Provide community resources and refer to 2-1-1 when needed.
- Other duties as assigned.

### **JOB QUALIFICATIONS:**

- Ability to work with a diverse group of people and treat them with dignity and respect.
- Effective public speaking skills.
- Bilingual in Spanish highly preferred.
- Organized, detail oriented.
- Strong work ethic with emphasis on integrity and accountability.
- Excellent interpersonal, leadership, organizational and communication skills.
- Reliability to complete required tasks in a prompt, effective and efficient manner.
- Strong computer and analytical skills.
- Professional demeanor and appearance.

### **CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

### **ENVIROMENTAL FACTORS:**

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact. Reliable transportation, valid driver's license and verifiable automobile insurance are required.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to [miriam@ppunitedway.org](mailto:miriam@ppunitedway.org).

Revised 12/12/2024