



Administrative Assistant & Marketing Specialist
30 hrs/wk

Manna Resource Center (MRC) is a faith-based nonprofit organization founded to strengthen individuals and families in Douglas County, Colorado and the surrounding area through programs that provide holistic care and support in the areas of self-sufficiency, wellness, and family development. As an employee of Manna Resource Center, you will be joining a team that is committed to loving and serving our neighbors through authentic connections to resources and relationships.

The Administrative Assistant & Marketing Specialist will support the programs of Manna Resource Center and manage MRC's social media presence.

Reports To:

Manna Resource Center Executive Director

Location:

Manna Resource Center is located at Cherry Hills Community Church, 3900 Grace Blvd., Highlands Ranch, CO. This position will be located at the Manna Resource Center office and is not a remote position.

General Job Responsibility

The Administrative Assistant & Marketing Specialist is responsible for supporting the core programs of Manna Resource Center by serving as the internal and external point of contact for clients, stakeholders, and the community.

Specific Job Responsibilities

The Administrative Assistant & Marketing Specialist will work 6-7 hours per day on a 4-5 day work schedule, totaling 30 hours per week.

- Greet clients, answer inquiries, and create a welcoming environment.
- Answer phone calls and provide information about programs to potential clients.
- Process intake paperwork for new clients, maintaining client confidentiality and ensuring proper data storage.
- Organize and maintain files and databases, including the donor database, in a confidential manner.
- Invoice and process payments for organization, including billing Medicaid for client services.
- Perform clerical duties such as filing, photocopying, transcribing, and mailing.
- Create and manage MRC's social media presence through regular content.
- Develop collateral materials for MRC programs and events.
- Conduct regular communication with donors, clients, and stakeholders via email, website, newsletters, and other tools.
- Assist in the preparation of regularly scheduled reports.



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Qualifications

- High school diploma and experience serving in a customer service role.
- Proficient in Microsoft Office Suite, Google Drive, and graphic design applications.
- Ability to effectively communicate via social media platforms.
- Experience with Quickbooks, donor management, and CRM software preferred.
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences.
- Attention to detail, high standards, initiative, and follow-through.
- Proven ability to motivate others and solve problems.
- Team player who is willing to help other staff team members.
- Excellent organizational skills.
- Strong commitment to the Christian faith.

Compensation

Hourly wage: \$22/hr for 30/hours per week

Benefits: Sick days, Vacation days and paid holidays, 403(b) match

Interested?

To apply, please send a resume and cover letter to ewhite@mannaresourcecenter.org