



Job Title: Assistant

Hours: .6 FTE with benefits

Date: 10-1-2020

Reports To: Program Manager

FLSA Status: Non-Exempt

About the Family Resource Center Association (FRCA):

Our mission is to strengthen families through partnership and collaboration. FRCA is committed to strengthening families! We connect our Member Centers to funding opportunities, advocacy, data reporting and evaluation, training, and partnerships and collaborations across Colorado, enabling them to serve more families with the resources they need to thrive.

Working Relationships

Internal Relationships: FRCA Staff and Board Members

External Relationships: Family Resource Center Directors and Staff, donors, FRCA stakeholders & funders

General Position Description

The Assistant supports the entire agency by providing technology support and administrative support for the smooth running of day-to-day activities. The Assistant reports directly to the Program Manager.

General description (for posting)

- Assist the agency with providing high quality trainings, meetings, communications, events and social media postings by providing support to lead staff. Day-to-day functions include making updates, using provided content, to the agency website (platform-specific training provided), updating social media postings, assisting trainers with running the learning management system (platform-specific training provided), running virtual meeting/webinar platforms, like Zoom and Go To Meeting, and creating eNewsletters from provided content.
- Serve as primary liaison between staff and external IT, phone and copier service providers. Ensure IT infrastructure is always operating.
- Assist with virtual and in-person training events, including registration, in-training tech support, and post training data entry.
- Responsible for note taking during internal meetings and committees, calendaring, and meeting logistics, both virtual and in-person.
- Assist with virtual and in-person fundraising events and Membership meetings.
- Provide general office-related activities (maintain inventory, office supply ordering, opening mail, catering, etc.).

Essential Duties and Responsibilities

Programs

- Create, manage, and coordinate registrations for monthly and quarterly trainings using Eventbrite and Adobe Captivate platforms.
- Complete technology assistant duties for monthly multi-day virtual trainings using Zoom and Adobe Connect platforms.
- Complete data entry after training events including attendance sheets, invoices, etc.
- Order and ship training supplies on a monthly basis.
- Creation, using provided content, and dissemination of monthly eNewsletters (Training and Fatherhood) using Constant Contact platform.



Fundraising and Membership

- Assist with virtual and in-person fundraising events and Membership meetings, including outreach, meeting logistics (space, catering, lodging), registration, day of event support, event breakdown, and data entry (invoicing, attendance, etc.) after event/meeting.

General Office

- Serve as primary liaison between staff and external IT, phone, and copier service providers. Ensure IT infrastructure is always operating.
- Assist with maintaining inventory, purchasing office supplies, opening mail, ordering catering, and other administrative duties as necessary.
- Provide note taking for weekly internal team, monthly Committee/Network, and Board Meetings.
- Coordinate meeting logistics including scheduling virtual meetings in platforms, calendaring including doodle polls and inviting attendees, uploading meeting content (slides, docs, recordings) to the FRCA Portal.
- Assist with marketing efforts by updating the agency website with provided content. FRCA currently uses WordPress.
- Coordinate ongoing organization and management of FRCA portal/Members section of website.
- Assist with outreach efforts by creating surveys and forms as needed.
- Coordinate agency social media calendar, upload social media content, and assist with blog management by connecting with partners/collaborators.

Qualifications

- Strong computer skills, familiarity with Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint), Zoom, GoToMeeting, Adobe (Connect, Captivate, Acrobat), Constant Contact, Social Media platforms (FaceBook, LinkedIn), Eventbrite and WordPress
- Excellent written, oral, and interpersonal communication skills.
- Strong summarizing and note taking skills.
- Demonstrated strong customer service skills.
- Ability to assess and change priorities based upon agency needs.
- Well organized and detail-oriented.
- Minimum of 2 years in an administrative or technology role, preferably in a nonprofit setting.

Work Schedule and Compensation

- This position is currently part time, 24 hours per week. This position may be full time in the future.
- This position is mostly remote and partially in office, due to the COVID-19 pandemic. When restrictions are lifted, the position may shift to in-office for the majority of the time.
- Salary Range: \$20-\$22/hour depending on experience (non-exempt/hourly).
- FRCA hours are Monday-Friday 8:00 a.m. – 4:00 p.m. or 9:00 a.m. – 5:00 p.m. Occasional weekend/evening hours are required. This position has some limited flexibility as to which days per week will be worked.
- FRCA offers a generous benefit package, including:
 - PT employees are eligible to participate in company health coverage (medical, dental, vision) after 90 days of successful employment.



- Aflac – An optional supplemental insurance policy in addition to the health benefit plan. FRCA will cover half of the cost, up to \$25 per month of this benefit for employees.
- Short term disability available after 90 days of successful employment.
- Full time employees are eligible for 10 paid vacation days during the first year of employment. Part time employees will accrue vacation at a reduced rate, aligned with their percentage of FTE. For instance, a .6 FTE will accrue 60% of 10 days. Employees begin accruing vacation and sick time on their first day.
- Two floating holidays at the time of hire. These are paid days off in lieu of having to use vacation or sick time.
- Simple IRA retirement plan with a 3% employer match. Eligibility begins on January first, after first year of earning \$5,000.
- \$25 monthly self-care reimbursement.
- Telecommuting agreement (e.g. working remotely, working from home), or flexible schedule agreement (e.g. working hours different from the regular schedule) will be considered for employees who are regular status after 90 days from date of hire.

Hiring

FRCA is an Equal Opportunity Employer. We are dedicated to diversity and strongly encourage all individuals to apply.

To apply, please send a **cover letter and resume** to info@cofamilycenters.org with “Assistant” in the subject line. Position open until filled – please respond promptly.