



Job Title: Non-profit Administrative Assistant to the CEO (Skilled Volunteer)

Organization: Spark the Change Colorado

Location: Denver, Colorado (in-person and virtual)

Duration: Ongoing

Time Commitment: 5-10 hours per week

Who We Are: At Spark the Change Colorado, our mission is to spark change and inspire a movement of good through the power of service, volunteerism, and civic engagement. We operate a variety of volunteer-driven programs and provide training and education opportunities for Colorado nonprofits. We are connectors and collaborators working to build stronger, more resilient, diverse, equitable, and connected Colorado communities. If your passions align with our values of Community, Collaboration, and Courage, consider joining our quickly growing team!

Spark Culture: We are an innovative, hard-working and supportive team. We are always moving forward, adapting and responding to community needs and the whole staff supports each other as we grow together. We currently have a hybrid work situation, some of us working fully remote, some of us in the office, and some out in the community.

Join our Team: Spark the Change Colorado is a non-profit organization currently seeking a skilled volunteer to serve as our Non-profit Administrative Assistant to the CEO. The volunteer in this role will work closely with the CEO and other members of the leadership team to provide administrative support to ensure the smooth and efficient operation of the organization. This position has an opportunity to support operational innovations, events planning, and outreach with a diversity of community partners.

Responsibilities:

- Provide administrative support to the CEO, including scheduling appointments, managing calendars, and preparing documents and reports.
- Assist in the planning and coordination of board meetings, staff meetings, and other organizational events.
- Prepare correspondence, memos, agendas, lists, reports, and other documents; maintain files.
- Provide exceptional customer service and support Spark's mission as a champion of the programs and services
- Support mailings and communications with customers and community partners.
- Assist with special projects and initiatives as needed.

- Serve as a thought-partner and innovator in office management for a hybrid and state-wide organization.

Qualifications:

- Strong organizational and time management skills.
- Excellent communication, writing, editing, and interpersonal skills.
- Detail-oriented and able to manage multiple tasks and projects simultaneously.
- Proficiency in Microsoft Office Suite and Google Suite. Prefer a diversity of experience with various tech systems, scheduling, and project management tools.
- An affinity for non-profits and working with community partners.
- Commitment to equity, diversity, inclusion, and access
- Commitment to innovation

Benefits:

- The opportunity to work with a dynamic and dedicated team of professionals committed to making a difference in the world.
- The chance to gain valuable experience and develop new skills.
- The opportunity to make a positive impact in the community.
- The ability to work remotely or in-person, depending on the volunteer's preference and availability.

To Apply:

Interested candidates should submit a resume and brief statement detailing their qualifications and interest in the role. Please send your application to Patrice Hawkins, CEO at phawkins@sparkthechangecolorado.org. We thank all applicants for their interest, but only those selected for an interview will be contacted.