



Vision: Create a safe and inclusive environment for all.

Mission: Work in partnership with schools, businesses and community leaders, families and youth to reduce bullying and to foster a PEER stance.

Values: Be Positive. Be Encouraging. Be Empathetic. Be Respectful. Be Kind!

Announcement of Position Vacancy

POSITION TITLE: Administrative Assistant

COMPENSATION: This position is for up to 40 hours per week and will be compensated \$14-18 per hour, commensurate with experience.

LOCATION: Montrose, Colorado

HOW TO APPLY: Submit a letter of intent, a resume, and three professional references to joey@peerkindness.net. Title the subject of your email "Administrative Assistant". Use your letter of intent to communicate what value you will add to the stakeholders and communities served by PEER Kindness, and any related experiences. Include three professional references who can attest to your ability to perform the job you are applying for. Professional references should include at least one current or former supervisor.

APPLICATION DEADLINE: Applications will be accepted until the position is filled; however, priority will be given to those applicants who submit their applications before 5:00 PM MT on Monday, February 12. Incomplete submissions will not be considered.

JOB DESCRIPTION: Full-time, up to 40 hours per week, position which reports directly to the Executive Director. The core function of the position is to provide administrative support so that the organization can run smoothly. Job duties include, but are not limited to, database management, bookkeeping, assistance with event planning and donor outreach, social media management, assistance with program coordination, and other duties as needed. Administrative Assistant will be required to work in the office five days a week.

QUALIFICATIONS

- Passion for PEER Kindness mission, vision, and values
- Detail-oriented with excellent organizational skills
- Excellent written and verbal communication skills
- Self-started and solutions-oriented
- Demonstrated ability to meet deadlines and manage multiple tasks at the same time
- Commitment to achieving goals through collaboration and teamwork
- Successful experience in responding to and working with multiple stakeholders, including youth
- Competency in Microsoft Office, Google Suite
- High school diploma or equivalent

PREFERRED SKILLS

- Bilingual Spanish and English (written and oral)
- Experience working with students, families, and adults that work with youth

- Graphic design (Canva or other software)
- Bookkeeping

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

Office Support

- Answer, screen/route phone calls, take messages, schedule appointments, and manage calendars as directed
- Monitor and manage shared/office emails
- Order and maintain office and program supplies in an organized and accessible manner
- Manage calendar items and notes for staff meetings
- Organize and maintain physical and digital records
- Maintain distribution and inventory of print materials
- Ensure furniture and AV equipment are operational and available as needed
- Assists in the coordination of meetings, appointments, and engagements
- Ensures that meeting spaces are clean, neat, presentable, and stocked as needed
- Assist in event planning for external convenings, staff, and/or board gatherings as directed

Accounting

- Light bookkeeping duties including daily and weekly accounts receivable entry, processing donations, and invoicing through Quickbooks
- Complete accounts payable process including invoice review, data entry, payment, and follow-up
- Assist in donor database management and acknowledgments
- Assists in preparing reports and invoices
- Handles routine bookkeeping tasks

Facilities

- Help with building maintenance needs. Coordinate repairs, regular maintenance, etc.
- Order office/cleaning supplies as needed and maintain supplies in an organized fashion
- Assist in managing office technology, improvements, and changes
- Manage key access security systems and track key assignments
- Respond promptly to any facility-related requests or concerns

Other

- Adheres to high levels of operational/financial confidentiality and professionalism
- Organizes daily, weekly, monthly and quarterly workload by prioritizing tasks
- Understands, communicates, and adheres to PEER Kindness, Inc.'s vision, mission, values, and goals
- Other duties as assigned

LANGUAGE SKILLS

Ability to effectively present information, both orally and in writing, and to respond to questions from groups of children, youth, and community stakeholders.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the

employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet to moderate.

Peer Kindness, Inc. is committed to providing a safe, inclusive, and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks and a criminal history record check. Applicants must be able to verify U.S. employment eligibility.

Peer Kindness, Inc. is an Equal Opportunity Employer, committed to a culturally diverse staff and community. PEER Kindness does not discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, genetic information, age, disability, status as a veteran or being a member of the Reserves or National Guard, or any other classification protected under state or federal law. Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.