

Job Posting: Part-time Executive Director

Location: Firestone, CO

Organization: Carbon Valley Help Center

Are you a dynamic, organized, and detail-oriented individual with a passion for community impact? Carbon Valley Help Center, a non-profit dedicated to supporting our local community, is looking for an enthusiastic and versatile Executive Director to join our team. This is a part-time, multifaceted role requiring someone who can balance a variety of responsibilities with a proactive and solutions-oriented approach.

Key Responsibilities:

Office & Administrative Duties:

- Oversee purchasing of office supplies, food, and materials for special events.
- Manage financial responsibilities including balancing accounts, paying bills, tracking income/expenses, and maintaining budgets through QuickBooks Online.
- Prepare and submit reports on financials and usage to various organizations, including BBB, United Way, and United Power.
- Coordinate communications across email, phone, mail, social media, and website updates.
- Organize office operations, maintain technology systems, and schedule volunteers.
- Keep detailed records and reports for clients and proposals.

Volunteer Coordination:

- Recruit, interview, background check, and train volunteers.
- Foster strong relationships with volunteers, ensuring clear communication and satisfaction with assignments.
- Maintain comprehensive records of volunteer information and assignments.

Vendor & Program Management:

- Manage relationships with vendors, service providers, landlords, and utility companies.
- Coordinate with community partners and organizations for special events and programs, including Christmas, Thanksgiving, and Easter.
- Collaborate with the case manager to review grant applications and assess client eligibility.

Event Planning & Fundraising:

- Assist with the Empty Bowls fundraiser, including soliciting sponsorships, coordinating logistics, and supporting event planning.

- Lead or assist in the coordination of community outreach and special events throughout the year.
- Support fundraising efforts, ensuring the success of key programs and events.

Advertising & Outreach:

- Develop and distribute media for upcoming events, including social media and website updates.
- Represent the organization at community events such as the 4th of July celebrations, Rotary Easter Egg Hunt, and Miners Day.

Facilities Management:

- Ensure building security, distribute keys, and maintain file safety.
- Liaise with the Town of Firestone for lease renewals and communicate any issues related to building maintenance.
- Oversee routine upkeep, cleaning, and yard maintenance.

Qualifications:

- Proven experience in office management, administration, and/or non-profit program coordination.
- Experience with QuickBooks Online or similar accounting software preferred; willingness and ability to learn required.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Comfortable working with volunteers, external vendors, and community organizations.
- Ability to work independently, as well as collaborate with a team.
- Experience in event planning and fundraising is a plus.
- A passion for community service and making a positive impact.

What We Offer:

- A collaborative and supportive work environment.
- Opportunity to make a meaningful impact in the local community.
- Part-time from 12-25 hours weekly.
- Starting pay of \$18/hour with potential for pay increase at 3 month performance review.

If you're an organized, motivated, and community-driven individual, we'd love to hear from you! Apply today by sending your resume and a cover letter outlining your qualifications and interest in the position to carbonvalleyhelpcenter@gmail.com.

Carbon Valley Help Center is an equal-opportunity employer and encourages applications from all qualified individuals.