



DREAM CENTERS
11025 Voyager Parkway
Colorado Springs, CO 80921
719.247.2007

DREAM CENTERS

Volunteer Job Title: Admin Assistant to the Executive Assistant

Day/Hour Commitment: 6-12 hours a week (depending on availability). The Executive Assistant will be leaving for maternity leave in February for 12 weeks. During that time, she is looking for someone who would be willing to commit to a specific set of hours on Tuesdays and Thursdays, to be available to assist the CEO if he needs assistance with anything. Post maternity leave, we could revisit days and hours, but we are looking for someone who is reliable and excited about committing to a specific schedule.

Purpose: To support the Executive Assistant in an administrative roll in serving the CEO and helping cultivate a hospitable environment for the staff

Primary Duties and Responsibilities:

- Help cultivate a hospitable environment for the Support Staff by:
 - Restocking Office Supplies
 - Restocking Snack Room
 - Creating new organization systems/processes for office efficiency
 - Assisting with monthly staff meeting
 - Assisting with Board meetings while the Executive Assistant is on maternity leave
 - Manage the ordering and maintenance of office equipment technology and supplies
 - Assist with finishing décor touches in main office area
- Pre-Address cards to donors, grantors, etc.
- Oversee scheduling of VIP tours for Mary's Home and the Women's Clinic
- Maintain and organize filing systems, and scan/copy
- Maintain and enter new contacts for the CEO
- Track and maintain accounting purchase requests, petty cash, and MasterCard statements
- Manage the Dream Centers Info email inbox
- Assist the Executive Assistant with purchasing/sending gifts
- Maintain the staff personality binders and help staff stay up to date
- Run errands
- Assist the Executive Assistant with Research
- Assist the Executive Assistant with board and staff birthday's and celebrations/recognition
- Assist the Executive Assistant with any additional administrative tasks that come up.
- Assist with proofreading and editing when requested

Knowledge Skills, and Qualifications

- Pleasant individual with excellent interpersonal skills and helpful attitude
- Present a professional manner at all times
- Strong problem-solving skills and ability to apply to considerable initiative and independent judgment with majority of your responsibilities



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- Flexible and able to handle constantly changing priorities and demands
- Able to prioritize time well and able to self manage
- Excellent grammar skills and written communication skills
- Maintain the confidentiality of sensitive information
- Mature follower of Christ