

## **Colorado Humanities Clerical Assistant**

The Colorado Humanities Clerical Assistant assists the Director of Operations and other staff in clerical functions supporting programs and administration. Work will be done in consultation with the Colorado Humanities Director of Operations and other individuals as designated.

This is a 24 hours/week position. Scheduled hours are between 9:00 am and 6:00 pm on Tuesday, Wednesday, and Thursday. Pay range: \$17-\$19/hour, no benefits. Attire is business casual.

The Clerical Assistant duties include the following:

- Data entry into DonorPerfect database and program data spreadsheet
- Development and updating of contact lists in Excel and CRM database.
- Assisting in the preparation and dissemination of outreach materials
- Assisting with mailings, including packaging books for shipment
- Performing other duties as assigned.

Please send letter of interest and resume to [HR@ColoradoHumanities.org](mailto:HR@ColoradoHumanities.org)

March 2023