

Colorado Humanities Clerical Assistant Job Description

The Colorado Humanities Clerical Assistant assists the Director of Operations and other staff in clerical functions supporting programs and administration. Work is 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
- Provide support to program staff.
- Performing other duties as assigned.

Colorado Humanities is an equal opportunity employer and complies with all Federal and Colorado laws regarding non-discrimination. Applications accepted until November 27, 2023. To apply, send a letter of interest, resume, and contact information for three references to hr@coloradohumanities.org. No calls please.

10/2023