

Job Title: Administrative Assistant- Part-Time

Location: Brighton, Colorado

Organization: Hope First Family Resource Center (HFFRC)

Position Type: Part-Time, hourly. 10-15 hours per week. (\$20-\$25 per hour)

Reports to: Chairman of the Board/Executive Director

About Us:

Hope First Family Resource Center is a Christ-centered ministry committed to upholding the sanctity of life and providing compassionate support to individuals and families. We are a brand-new center having finished renovating a beautiful building and beginning to serve clients. Our mission is to empower individuals in their development of healthy and stable relationships by creating a support system through resources, education, life skills and mentorship. We also seek to change the negative narrative surrounding an unplanned pregnancy. We serve with integrity, love, and Biblical truth striving to help individuals transform their lives and their communities.

Position Overview:

HFFRC is seeking a dedicated and detail-oriented Administrative Assistant to support the mission of HFFRC through a variety of administrative duties. This is a part-time, ministry-aligned role ideal for someone with strong office experience, a heart for service, and a growing relationship with Jesus Christ.

Key Responsibilities:

- Provide administrative support to the Executive Director and Board Chairman, including data entry, filing, flyer creation, mailings, and answering phones.
- Communicate effectively with donors, volunteers, staff, and clients.
- Assist in managing platforms such as Coolfocus and Bright Course, and track client activity related to our Hope Exchange store.
- Oversee and coordinate volunteers for the Hope Exchange.
- Participate in prayer with staff and volunteers, upholding the spiritual mission of the organization.
- Support HFFRC events during evenings and weekends (as part of regular paid hours).
- Maintain strict confidentiality and uphold organizational policies and Christian conduct.

Qualifications:

- Personal, active relationship with Jesus Christ and alignment with HFFRC's Statement of Faith, Mission, and Biblical principles.
 - Strong proficiency in Microsoft Office tools, communication, and administrative functions.
 - Excellent organizational skills and attention to detail.
 - Ability to work independently and communicate clearly, both verbally and in writing.
 - Commitment to the sanctity of life and Biblical standards of sexual purity.
 - Willingness to uphold confidentiality and adhere to all policies and procedures.
 - Regular church and Bible study participation as a sign of spiritual maturity.
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Preferred Experience:

- Associate degree or higher in Business Administration, Communication, HR, or related field OR a high school diploma with 5+ years of relevant office experience.
 - Experience in volunteer coordination and working in a ministry or nonprofit setting is a plus.
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Additional Requirements:

- Must reside in Colorado or be willing to relocate (no relocation assistance provided).
 - Willingness to pursue ongoing training and development relevant to the role.
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How to Apply:

https://docs.google.com/forms/d/e/1FAIpQLSdM-D8uB0DLn4f9Yh3Lsnki_DS6sONY2DgHemqvWu4tiZiTTQ/viewform?usp=header