



Job Title: Part-Time Administrative Assistant

About Being Better Neighbors (BBN):

Being Better Neighbors, a 501c3 non-profit established to embrace Erie's growing diversity and ensure we live in a welcoming and inclusive town. Our mission is carried out through three key pillars:

- **Community Building:** Encouraging partnerships between residents and town officials to promote diversity, equity, inclusion, and community safety.
- **Education & Youth Programs:** Working with schools and other youth program providers to ensure they have the tools and resources needed to provide a safe, welcoming atmosphere for all kids in our town.
- **Cultural Events & Outreach:** Promoting diversity and cultural awareness through events, member engagement, and educational programming.

Job Description: Being Better Neighbors is seeking a detail-oriented and proactive **Administrative Assistant** to support our operational needs and advance our mission. This is a unique opportunity to contribute to meaningful community initiatives in a flexible, part-time capacity. Your work will directly support efforts to build a more inclusive and welcoming Erie.

Primary Responsibilities:

- **BBN Database Management:**
 - Organize, maintain, and update the BBN relationship management system, ensuring accurate records of sponsors, vendors, and payment collections.
 - Troubleshoot and suggest improvements for usage.
- **Email Oversight:**
 - Monitor general email accounts and respond or escalate inquiries as appropriate.
 - Coordinate and track communications with vendors, partners, and sponsors.
- **Billing & Payment Support:**
 - Assist with light billing follow-up and payment tracking.
- **Research & Outreach:**
 - Conduct research on potential partners, sponsors, and collaborative opportunities.
 - Draft and send email notifications or requests to groups and organizations BBN aims to engage with.
- **General Administrative Duties:**

- Perform additional tasks as assigned to ensure smooth daily operations.

Qualifications:

- Strong organizational skills with attention to detail.
- Experience with records database and/or willingness to learn.
- Proficiency in email management and Microsoft Office or similar tools.
- Excellent written and verbal communication skills.
- Self-starter with the ability to work independently and manage time effectively.
- Must live in or be familiar with Erie CO community and businesses
- Must be familiar Town of Erie government processes and procedures regarding non-profit operations
- Must have experience in the diversity, equity and inclusion space

Location: Remote

Job Type: Part-time

Compensation: \$20.00 per hour