



*We Help Veterans & Families
Find More Peace in Their Life*

Office Administration Part-Time

Part-time, Paid Position

Updated: April 9, 2025

We are a Veteran & Family Resource Hub, started in January 2017, 501(c)3 non-profit organization based in Frederick, CO serving Colorado, New Mexico, and southern Wyoming. Our mission is to Help Veterans & Families Find More Peace in Their Life.

We're seeking a part-time administrative assistant who shares our belief in the Constitution, the American flag and what it stands for, and with a passion to help Veterans and families.

Position Requirements:

1. Work 20 hours per week in our home office in Frederick
 - a. Four hours per day, Monday through Friday
 - b. Attend staff meetings by Zoom on Tuesday mornings from 8 am to 9:30 am
2. Report to the Executive Director/CEO, interact with other staff and our volunteers, maintain confidentiality, adhere to existing processes and schedules, and be a team player.

Job Requirements:

1. Excellent verbal, written, and phone communication skills
2. Good grammar, punctuation, and spelling
3. Business office experience
4. Office organization, filing, and data management
5. Basic computer skills, proficient in Microsoft Office 365 Word, Excel, and Outlook and smart phone
6. Experienced with data entry and data management, including QuickBooks online, multi-user
7. Organized, attention to detail, and punctual
8. Have home Internet access with computer running Windows 10 or 11 Pro as some work can be done from home at times

You will be asked to:

1. Take a background check (no cost to you)
2. Complete four online courses about Veterans (no cost to you)
3. Sign non-disclosure and non-discrimination agreements
4. Attend Tuesday morning staff meetings from your home via Zoom
5. Accept other duties as assigned within the position scope

Compensation:

1. \$20.00 per hour to start paid monthly
2. Work as a 1099 Contractor
3. 30-day probationary period

Send your resume' and two references to GregG@QualifiedListeners.org with Office Admin in the subject line.