POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
DEPARTMENT: Finance & Operations
REPORTS TO: Director of Human Resources & Business Manager
☑ Full time, non-exempt

The Colorado Trust
The Colorado Trust (The Trust) is a health equity foundation dedicated to ending inequalities that affect racial, ethnic, low-income and other vulnerable populations. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has worked closely with communities and nonprofit organizations throughout the state to improve the health and well-being of Coloradans.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

Overview
The administrative assistant is responsible for high-level administrative support within the Finance & Operations department at The Trust. The administrative assistant performs general clerical tasks and support for the vice president & chief financial officer and the director of human resources & business manager. The administrative assistant is an at-will employee of The Trust and is a member of the Finance & Operations department. This is a non-exempt position.

Responsibilities and Essential Functions
- Handle administrative requests from vice president & chief financial officer, including preparing materials for meetings, scheduling appointments and managing calendar
- Serve as first point of contact for vice president & chief financial officer
- Prepare and modify documents for vice president & chief financial officer, including correspondence, reports, presentations, memos and emails by formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Coordinate transportation, accommodations and other travel arrangements for vice president & chief financial officer
- Submit and reconcile expense report for vice president & chief financial officer
- Open and close the office during normal business hours
- Ensure all common areas are clean, neat, tidy and well-stocked (including office equipment)
- Manage requests for building maintenance
- Answer incoming telephone calls in an efficient and professional manner
- Process and distribute mail to staff
- Manage fax services for staff, including sending and notifying staff of faxes
- Manage courier and express mail services as needed by staff
- Maintain voicemail greeting for The Trust according to daily needs
- Post daily staff announcement on intranet regarding attendance and meeting schedule
- Maintain and update employee handbook, staff files and other general correspondences
- Maintain all office equipment and coordinate service requests; order office supplies
- Work closely with other administrative and operational support staff in the building to coordinate needs of teams
- Assist in coordinating, scheduling and organizing meetings. This includes:
  - Logistical support for meeting space such as catering, A/V, supplies, room set-up, etc.
  - Onsite support as needed
- Assist and support director of human resources & business manager with:
  - File maintenance
  - Hiring process for new staff hires
  - Coordinating event sponsorships
  - Updating employee handbook and other general correspondence
- Create, review and process invoices for department staff for payment
- Assist in coordinating parking for guests
- Assist with other duties assigned, as necessary.

**Supervisor Relationship**
The person designated to provide supervision of this position and from whom they shall take direction in all matters relating to carrying out duties and responsibilities in this position description is the director of human resources & business manager.

**Qualifications**
- A minimum of 2-3 years of experience in all aspects of administrative support OR a commensurate combination of education and experience
- Proven ability to problem-solve and follow-up appropriately on process and procedural issues, using good judgment and discretion in the performance of all duties
- Action-oriented and a self-starter
- Ability to work well both independently and in teams
- Ability to effectively manage time and meet deadlines
- Highly detail-oriented
- Excellent written, verbal, organizational, listening and communication skills, with sensitivity to cultural communication differences and demonstrating timely responsiveness
- Ability to maintain a confidential stance with respect to the business and affairs of The Trust and those with whom it has relationships
- Ability to operate standard office equipment (e.g., computers, printers, scanners)
- Excellent computer skills; proficiency in Microsoft Office and other software tools (e.g., Google Docs, SharePoint, conference calling tools, Zoom) for managing a range of business/communication processes
- Experience with coding invoices and understanding budget coding structures
- Ability to create and maintain effective systems of organizing information, materials and communication
- Ability to lift boxes weighing up to 30 pounds
- Proficiency in English (required) and Spanish (preferred).

**Personal Attributes**
- Passion for and commitment to The Trust’s health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Commitment to issues of community, diversity, equity, integrity and fairness
- Comfort serving collaborative teams of colleagues both on-site and in remote locations.
**Salary Range**
$48,000 annually. The Trust offers full-time employees a comprehensive and competitive benefits package.

**To Apply**
Please submit a detailed letter of interest and résumé. Electronic submission by email to humanresources@coloradotrust.org is preferred. Please enclose the letter and résumé together in one electronic file (Word or Adobe Acrobat) if possible. Alternatively, submissions may be sent via fax to (303) 839-9034; or, via mail to:

The Colorado Trust  
Attn: Human Resources  
1600 Sherman St.  
Denver, CO 80203

**The deadline to apply for this position is end of day on Monday, Oct. 7, 2019.**

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.coloradotrust.org.