



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Regional Administrative Assistant
DEPARTMENT: Community Partnerships & Grants
REPORTS TO: Community Partner, Region 2 (Pueblo/Southeast Colorado)
 Part-time hourly, 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.

About the Community Partnerships strategy

The Trust strives to support communities in their ability to organize groups and individuals to promote and address health equity. Our goal is to encourage and strengthen resident- and community-led solutions and funding initiatives. In partnership with communities, The Trust is funding a range of innovative, local solutions that advance health equity. Such funding initiatives could focus on anything and everything that can impact the health of a community, such as transportation, housing, education, employment, the natural environment, public safety and much more. All of these issues—known as social determinants of health—have been shown to affect health and quality of life. Most important of all: any such ideas to improve health equity in a community will be determined by community residents themselves—not by The Trust, nor a nonprofit, nor an elected official. Our goal is to partner with and encourage communities on this journey. [Click here to learn more.](#)

General Position Description

The Regional Administrative Assistant reports to and works closely with The Trust's community partner (CP) to provide direct administrative support for the Community Partnerships work in the region. This support includes documentation, meeting and logistical coordination, and financial and back-office support. This position supports a remote team doing community-level work and is largely office-based in the CP's region (see map of regions at end of this position description). For Region 2 (Pueblo/Southeast Colorado), the office will be based in Pueblo.

Responsibilities

- Create spreadsheets, enter form data, and maintain updated records of office expenses and costs
- Transcribe handwritten and/or audio meeting notes
- Compose and type correspondence; draft written responses or replies by phone or email when necessary; respond to regularly occurring requests for information

- Establish, maintain and manage files
- Coordinate office supply needs for the region
- Coordinate, schedule and organize CP activities such as meetings and travel. This includes logistical support for meeting space, catering, interpretation/translation services, supplies, child care services and more
- Create, review and process monthly expense reports, invoices and timesheets for the CP
- Assist with monitoring expenses against budgeted amounts
- Provide support to Trust human resources personnel during hiring and onboarding of community members (e.g., follow-up on process, coordinating onboarding schedule)
- Adhere to The Trust's policy and procedures while managing and organizing region activities
- Support resident team members and/or remote organizers in using communication and collaboration tools such as Basecamp and Google Drive
- Other administrative duties as assigned.

Qualifications

- Three to five years of experience and/or training in administrative support OR a commensurate combination of education and experience
- Excellent communication (written and verbal) and organizational skills
- Excellent listening skills, with sensitivity to cultural communication differences
- Ability to communicate via email and phone, demonstrating timely responsiveness
- Ability to operate standard office equipment (e.g., computers, printers, scanners)
- Excellent computer skills; proficiency in Microsoft Office and other software tools (e.g., Basecamp, Google Docs, SharePoint, Doodle polls, Salesforce CRM, 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
- Proven ability to problem-solve and follow-up appropriately on process and procedural issues, using sound judgment
- Ability to lift boxes weighing up to 30 pounds
- Valid driver's license and reliable vehicular transportation
- Proficiency in English (required) and Spanish (preferred)
- Ability to sit for up to four hours at a time, namely in meetings.

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
- Ongoing commitment to improving skills and knowledge acquisition
- Ability to handle confidential issues with discretion
- Action-oriented, self-starter who can work well independently and in teams
- Ability to effectively manage time and meet deadlines
- Comfort creating and adhering to organized systems within flexible and dynamic community environments.

Salary Range

\$18.22-\$23.13 per hour, approximately 20 hours per week, not to exceed 999 hours per year. Prorated medical and dental coverage benefits are available.

To Apply

Please submit a detailed letter of interest and résumé. Electronic submission by email to humanresources@coloradotrust.org is preferred. 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 Friday, Jan. 25, 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.