



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Regional Project Administrator – Denver

DEPARTMENT: Community Partnerships & Grants

REPORTS TO: Community Partner

Full-time, exempt

Position overview

The regional project administrator reports to and works closely with the community partner to provide direct support for the [Community Partnerships](#) work in the region by ensuring that all projects are delivered on time, within scope and within budget. This support includes meeting documentation and logistical coordination, as well as financial and back-office support. This position supports a remote team doing community-level work and is largely office-based in the Community Partnerships region ([see map on website](#)). For the Denver Metro region, the office will be based in Denver. Frequent travel, and some evening and weekend work is required.

Responsibilities

- Develop project scopes and objectives, creating timelines and setting benchmarks in coordination with stakeholders
- Predict resources needed to reach objectives; manage resources in an effective and efficient manner
- Develop project schedules and work plans; manage them from inception to completion
- Manage vendor contracts and relationships
- Manage regional facilities and operations
- Assist with creating, maintaining and adhering to budgets
- Serve as point of contact for all project participants, corresponding in a professional and timely manner
- Establish, maintain and manage files
- Coordinate office supply needs for the region
- Coordinate, schedule and organize activities for the community partner, including meetings and travel. This includes logistical support for meeting space, catering, interpretation and translation services, supplies, child care services and more
- Create, review and process monthly expense reports and invoices
- Adhere to The Colorado Trust's policies and procedures while managing and organizing regional activities
- Support resident team members and/or remote organizers in using communication and collaboration tools such as Basecamp and Google Drive
- Other duties as assigned.

Qualifications

- High school diploma or equivalent
- Three to five years of experience and/or training in administrative support; OR a commensurate combination of education and experience

- Passion for and commitment to The Colorado 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 remotely
- 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 dynamic community environments
- Flexible and adaptable when faced with competing projects, timelines and priorities
- Proficient project management skills
- Proficient oral and written communication skills, in English (required) and Spanish (preferred)
- Excellent interpersonal 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)
- Proficiency in Microsoft Office 365 and other software (e.g., Basecamp, Monday, Google Docs, Doodle, Zoom)
- 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 good judgment
- Ability to sit for up to four hours at a time, namely in meetings
- Ability to lift boxes weighing up to 30 pounds
- Valid driver’s license and reliable vehicular transportation.

Salary range

\$68,500-\$81,000, depending on experience. The Trust provides employees a comprehensive and competitive benefits package.

To apply

Please submit a detailed letter of interest and résumé, combined in a single Microsoft Word (.docx) or Adobe Acrobat (.pdf) file. Electronic submission by email to humanresources@coloradotrust.org is preferred. **Please be sure to include the full position title, including the location name(s), in the email subject line.**

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 Monday, Sept. 7, 2020.

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.