



## ADMINISTRATIVE ASSISTANT

As a member of the Administrative Team at the Advocates of Lake County (ALC), the Administrative Assistant (AA) is a key contributor to ensuring ALC's day-to-day operations run smoothly. In addition to performing general office tasks such as managing physical mail and packages, triaging and responding to email, fielding phone calls/messages, and processing bills, invoices, and payments, the AA also assists with human resources, outward facing communications, facilities management, and vendor relations functions, among other supportive tasks.

Reporting directly to the Operations & Advancement Director (OAD), the AA will help develop and improve administrative processes and ensure the adequate flow of information throughout the organization and with key partners. The AA will interface directly with ALC's Leadership Team and contribute to supporting all of ALC's programs and departments.

Must demonstrate a commitment to ALC's mission and strong alignment with ALC's organizational values including community orientation, cultural diversity, equity, human dignity, and inclusivity. This is a part-time, 20-hour/week position with the possibility of future expansion. This role may participate in the ALC crisis hotline on-call rotation serving survivors depending on the experience, interest, and availability of the successful applicant.

### Essential Duties and Responsibilities

- Complete a comprehensive variety of administrative tasks, including but not limited to calendar and email management, answering and returning calls, developing and gathering documentation, processing monthly expenses/deposits, and managing travel and lodging.
- Schedule meetings, develop agendas, take notes, and distribute required materials to attendees and stakeholders as requested; this may also include setting up/running tech for virtual meetings/events (e.g., Microsoft Teams, Zoom).
- Maintain and regularly audit personnel files and other required organizational documentation, including as needed to fulfill annual reporting requirements.
- Facilitate employee, volunteer, and contractor onboarding including but not limited to conducting background checks, orienting new hires, and collecting required documents and forms.
- Assist with planning and execution of live events including fundraisers, community education and training events, and other activities.
- Support the Advancement team with developing/submitted grant applications, making funding requests, and completing/maintaining required documentation and reports.
- As directed by the OAD, schedule ongoing and ad-hoc maintenance tasks for ALC offices, client-serving locations, and equipment (e.g., computers, phones, vehicles).
- Provide basic technical support for ALC computers, phone, and copiers, including reaching out to vendors for advanced support when needed.
- Maintain discretion and confidentiality in relationships.
- Other duties as assigned.

## Additional Duties and Responsibilities

- Cover the 24-hour Stream of Hope crisis line on a rotating basis (as well as providing emergency coverage as needed) and provide crisis services to community members in need of services, if assigned.

## Preferred Qualifications

- Enthusiasm for contributing to mission-driven, results-focused, community-oriented working environment, ideally with previous nonprofit experience.
- Outstanding organizational skills, impeccable attention to detail, and proactive approach to solving problems and prioritizing tasks effectively.
- Ability to meet deadlines and handle multiple, competing priorities.
- Experience handling confidential information with a high degree of discretion.
- Ability to work both independently and collaboratively.
- Excellent written and oral communication skills; formal writing experience a plus.
- Experience with drafting professional communications.
- Bilingual English/Spanish preferred but not required.
- Some evening, weekend, and overnight availability.
- Valid driver's license, reliable transportation, proof of insurance, and clean driving record.
- Able to respond to Lake County within 45 minutes of dispatch to fulfill on-call responsibilities if assigned.

## Requirements

- Excellent technical skills including fluency with the Microsoft Office Suite, QuickBooks, Adobe Pro, WordPress, Canva, Monday, and others, with the demonstrated capacity to quickly learn new tools and platforms.
- Fluent in written and spoken English.
- Legally authorized to work in the United States (citizenship not required).
- Able to pass a comprehensive background check; preliminary background check required at application for consideration.

This job description may be reviewed periodically by the Board of Directors and may be updated to reflect evolving organizational needs.

## Hiring Philosophy

At ALC we believe valuable experience comes in many forms. If your background does not match everything we have listed in the job description, we still encourage you to apply and tell us why your skills and experience could support our work to further the ALC mission.

We seek to build an organization that truly embodies the diverse experiences of the Lake County community. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; first-generation Americans; those who were the first in their family to attend college; those from low-income backgrounds; and people with other diverse backgrounds and lived experiences.

## Physical Demands and Working Conditions

This role includes a combination of work performed in the field and work performed in a general office setting, and may require lifting or moving objects weighing up to 50 lbs. Approximately 75% of this role's tasks are performed at a computer. The individual performing this role may be exposed to some noise (electrical, mechanical, or human) on an occasional basis, and other related hazards associated with an office environment.

This position is based in the ALC administrative office located in Leadville, CO, and is an on-site, in-office position. This is a part-time, 20-hour/week position, with an expected schedule of 4 hours per day 5 days per week or 5 hours per day 4 days per week. Extra hours may be available during busier times of year. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role. ALC is an Equal Opportunity/Affirmative Action Employer.

## Career Track

This is a part-time position with an average commitment of 20 hours/week. This position is grant funded and dependent upon ongoing grant funding. The majority of the current grant funding for this position is scheduled to end in 2027, though ALC expects the funding will continue indefinitely. Over time, increased demands and the availability of additional funding may allow the role to increase in hours or grow to full time.

## Compensation

This is a part-time, hourly, non-exempt position that includes partial reimbursement of health insurance on ALC's ICHRA platform, partial reimbursement for vision and dental coverage, employer-paid retirement plan, competitive paid time off policy, and 11 paid holidays per year. This role is eligible for a 2% bilingual bonus and periodic cost-of-living adjustments. Salary range is based on experience and willingness/ability to participate in the crisis hotline on-call rotation.

Schedule: 20 hours/week

Salary: \$20-\$25/hour

*To apply, please submit a cover letter, resume, and completed background check authorization form (see next page) to [operations@advocatesoflakecounty.org](mailto:operations@advocatesoflakecounty.org) with ADMIN ASSISTANT somewhere in the subject line.*

*If you need a physical copy of the background check authorization OR if you would prefer not to send your Social Security number via email, please call 719-486-3530 and press OPTION 3 to speak with our admin team.*



## BACKGROUND CHECK AUTHORIZATION FORM

The Advocates of Lake County, Inc., (ALC) requires a comprehensive background check for all employees, contractors, and volunteers. This background check includes the Federal Bureau of Investigation, the Colorado Bureau of Investigation (and other state bureaus, if applicable), and the Colorado Office of Early Childhood Division of Early Learning Licensing & Administration’s Individual Child Abuse and Neglect (TRAILS).

Your employment, contracted services or volunteer services may be affected by information obtained through your background check. You will have the opportunity to discuss the results with your supervisor and/or the Executive Director if needed.

**Please complete the following information and sign where indicated.**

Print Full Legal Name: \_\_\_\_\_

Print Previous Legal Names (If Applicable): \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I hereby authorize Advocates of Lake County, Inc. to conduct a background check on me. Information obtained shall be used by the Advocates of Lake County, Inc. (ALC), and shall not be disclosed to another party without my written consent. I acknowledge that my signature authorizes ALC to complete a background check at the expense of the agency.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_