

Girls Incorporated of Metro Denver
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Part-Time Administrative Assistant (30 hours/per week)
Responsible to: President & CEO
Location: 1499 Julian Street, Denver, CO

*The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be **Strong, Smart, and Bold**. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round healthy living, academic-enrichment and life skill-building programs, delivered by trained, mentoring professionals in a positive all-girl environment.*

Purpose: A part-time Administrative Assistant will provide general office support GIMD's President & CEO and 4-member Senior Management Team. In addition, the position will assist with daily operational and safety needs of GIMD's buildings and grounds.

Primary Duties:

Administrative Support (20 hours/week)

- Provide support for meetings (room set-up, technology, material prep, and refreshments).
- Purchase office/other supplies and reconcile expense reports.
- Schedule meetings and book travel arrangements.
- Develop and maintain an efficient filing system (hard copy and electronic).
- Run local errands and make bank deposits.
- General administrative support as needed.

Operational Support (10 hours/week)

- Assist Office Manager in ensuring facilities and grounds are functional, clean, organized, & safe.
- Complete daily building rounds and appropriate follow up.
- Complete weekly vehicle rounds and appropriate follow up.
- Assist with basic IT inventory and management.
- Other duties as assigned.

Qualifications:

- Demonstrate a commitment to the Girls Inc. mission, vision, and advocacy statements.
- Able to interact positively with a diverse community of people from various cultural backgrounds and economic experiences.
- Proactive, enthusiastic, and dependable.
- Detail oriented and organized.
- Enjoys troubleshooting and problem solving.
- Willingness to jump in and take on leadership roles as needed.
- Able to communicate effectively in oral, written, and electronic forms.
- Supports an organization environment based in respect.
- Competent using Microsoft Office Suite and/or ability to learn new computer skills as necessary.

Experience: Experience in previous administrative role preferred, but not required.

Position Status: Part-time, non-exempt hourly position consisting of 30 hours per week, Monday – Friday. Position will be open until filled.

Schedule: Monday through Friday from 8:00 am to 2:00 pm (preferred, but flexible)
Occasional evening and weekends

Compensation: \$15.00 per hour

To apply please either:

1. Send a cover letter, resume, three professional references, and one paragraph addressing the following: Describe your commitment to working in diverse communities and your ability to interact with people from a variety of backgrounds.

OR

2. Complete GIMD's Application for Employment (attached).

Send to:

Sonya Ulibarri, President & CEO

Girls Inc. of Metro Denver

1499 Julian St. Denver, CO 80204

Fax: 303-893-4352

sulibbarri@gidenver.org

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: November 2018