



601 N 1 Street
P.O. Box 1931
Grand Junction, CO 81502
www.WesternColoradoAlliance.org
970.256.7650

Job Title: Office Administrator

Posted: April 17, 2023

Application deadline: May 1, 2023 or until position is filled

Western Colorado Alliance for Community Action is seeking an experienced and skilled office administrator to support our team in critical day-to-day tasks to help us achieve our mission and vision.

Job Description: The main responsibilities of the Office Administrator are ensuring efficient and effective operations in the day-to-day business of the organization, facilitating communication between members of the public and the WCA staff, supporting the Executive Director with human resources and benefit management, and supporting the Finance Administrator with key aspects of our bookkeeping and financial system. The Office Administrator will report to the Alliance's Executive Director.

Job Location: The Office Administrator position is based in our Grand Junction office at 601 N 1st St.

About Western Colorado Alliance: Formed in 1980, the Western Colorado Alliance for Community Action brings people together to build grassroots power through community organizing and leadership development. We believe that right now, today, we have the ability and opportunity to create a future where engaged local voices are leading communities across Western Colorado that are healthy, just and self-reliant.

Essential Qualifications:

- Commitment to Western Colorado Alliance's mission and vision
- Proven experience as an office administrator, office assistant or similar role
- Demonstrated ability to multitask
- Outstanding communication and interpersonal abilities
- Ability to get along well with people from diverse backgrounds
- Exceptional time management/ability to manage deadlines and prioritize accordingly
- Desire / ability to work both independently & in team settings
- Familiarity with office management procedures
- Excellent knowledge of Microsoft Office and Google Suite
- Attention to detail and strong organization skills

Preferred Qualifications:

- Experience working for a nonprofit organization working for social change
- Strong writing skills
- Bilingual in English/Spanish

Specific Duties Include:

Office Administration:

- Welcome visitors to the office and answer incoming phone calls, connecting them to the appropriate staff member.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Ensure office equipment and technology are updated and in working condition.
- Manage and track organizational needs for computer hardware and software, working with WCA's contract IT support contractor and Executive Director to secure new equipment as needed.
- Keep current, organized, and manage WCA's Last Pass account to store software license numbers and passwords.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations such as the Google Business Suite and WCA server.
- Work with the Executive Director to execute bulk mailings and appeals.
- Recruit and manage office volunteers for help with special mailings and other projects.
- Assist Executive Director with oversight and maintenance of contracts and other tasks related to "running the business" aspects of the organization.

Financial Administrative Support:

- Assist Finance Administrator in processing transactions and maintaining financial documentation, including check requests and administrative\benefit questions from our fiscal projects.
- Be a point of contact for WCA's fiscal projects, facilitating asks and questions to WCA's Executive Director and Financial Administrator.
- Work with Finance Administrator and Executive Director to train employees in operation and finance related tasks such as end of month reporting and check requests.
- Create and maintain relationships with service providers and contractors.

Personnel:

- Assist the Executive Director in the management of human resources benefit programs such as group health plan, dental and vision, and IRA.
- Help post job announcements for position openings, circulate applications to appropriate staff, and scheduled interviews.
- Provide all new staff with an up-to-date Orientation Notebook plus periodically update the staff with relevant new documents and changes.

Meeting and Event Coordination:

- Participate in the planning of multiple events and meetings, including but not limited to Lobby Trips, WORC Meetings, WCA annual conference, Mountainfilm fundraiser, Staff/Board meetings and retreats. As part of the staff team that organizes these events, take on responsibilities as assigned by the Executive Director.

Board Communications and Materials:

- Maintain current copies of WCA's bylaws, resolutions, personnel policies, WCA directory, Board and Executive Committee meeting packets and minutes, and affiliate group bylaws.
- Provide all new board members with an up-to-date Orientation Notebook plus periodically update the Board with relevant new documents and changes.
- Help the Executive Director to prepare for Board and staff meetings by securing venue sharing details, assembling information packets for meetings of the Board of Directors and Executive Committee.

Salary and Benefits:

Starting salary \$46,000-\$50,000, depending on experience. Benefits include health insurance, four weeks' vacation, pension program, and sabbatical after five years of full-time employment. Benefits include health insurance, four weeks' vacation, pension program, and sabbatical after five years of full-time employment.

Application must include:

- cover letter (tell us why you are interested in the job)
- resume
- contact information for 3 professional references
- Please do not include pictures on your cover letter or resume.

COVID Policies:

Western Colorado Alliance's staff is currently vaccinated to safeguard the health of our employees, their families, our members, and our communities from COVID 19. We encourage our staff follow public health standards as recommended by the Colorado Department of Health and Center for Disease Control in our office. If you have any questions about our safety policies, please contact us at info@westerncoloradoalliance.org.

Western Colorado Alliance is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, and LGBTQ people to apply.

Send application materials to: search@westerncoloradoalliance.org.

All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).