

Office Administrator Winter 2020

Overview

[Trailhead Institute](#) (Trailhead) is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. The [Colorado Association of Local Public Health Officials](#) (CALPHO) is the professional association representing the leadership, staff, and partners of Colorado's local public health agencies (LPHAs). Trailhead and CALPHO share an office and work both independently and collaboratively.

The Office Administrator will work with everyone within the Trailhead Institute and CALPHO teams by providing comprehensive administrative support, including the details required for day-to-day operations of a professional office environment. Duties are wide ranging and include, but are not limited to: maintaining office services and efficiencies; overseeing the work of vendors; maintaining office records; assisting staff members with administrative needs; supporting meeting agenda development, taking meeting notes and providing general meeting support; staffing the front desk and serving as the welcoming face of the two organizations; and coordinating building management and other duties that reflect a strong, professional environment. This position is also responsible for maintaining office files, including human resources, program and project files, both electronic and physical, in compliance with legal and best practices. Though shared across two organizations, this position will report to Trailhead Institute's Director of People and Strategic Initiatives. In collaboration with the entirety of the Trailhead Institute and CALPHO staff, the Office Administrator will have a solid grasp of all logistics and provide leadership in the smooth operations of the office.

Responsibilities:

Operations

Provide general office support and coordination for Trailhead and CALPHO.

- Ensure office supplies are ordered and fully stocked;
- Ensure office equipment is functional for daily use;
- Manage phones and inquiries; receive (or collect) and distribute mail and packages according to each organizations processes;
- Serve as liaison to and coordinate with technical support contractors, vendors, and building management;
- Maintain procedure, operations and personnel manuals and documents;
- Maintain office files including vendors, grants, contractors, organizational documents, etc.;
- Complete basic scheduling, filing, record keeping and data entry daily;

Coordinate meetings for Trailhead and CALPHO

- Schedule Board, Director/Membership, staff and community meetings;
- Reserve rooms (both internally at Empire Park and externally);
- Arrange food, refreshments and/or catering;
- Compile meeting packets;

- Take minutes or meeting notes;
- Other tasks necessary to ensure smooth and efficient meetings; provide support for community partner meetings as needed.
- Coordinate and manage travel for Trailhead and CALPHO staff including transportation and lodging reservations and assisting in the completion of reimbursement forms.
- Develop, maintain and update both organizations' communications, including gathering content for newsletters, websites and other communications.
- Assist CALPHO with member services including annual membership renewal, and maintenance of membership databases.
- Assist Trailhead and CALPHO with Human Resource processes including onboarding and termination processes.
- Assist CALPHO with contractor paperwork including contract documents (scopes of work)
- Assist Trailhead and CALPHO with additional projects, as requested

Finance

- Support Trailhead credit card reconciliations and disbursements of checks
- Support Trailhead with Audits and Fiscal Compliance
- Support CALPHO by collecting invoice documentation and coding invoices, preparing deposits

Program Strategy

- Support program staff in the implementation of their programs through ensuring the office runs smoothly, and providing meeting support as needed
- Support specific programs, as assigned, in program implementation

Organization-wide

- Exercise independent judgment and discretion about the overall administration and cohesive, efficient functioning of the office
- Support and assure the work throughout both organizations aligns with the organizations' respective mission, vision and strategic goals
- Support each organization's strategic plan including executing the timeline and strategies related to the duties assigned
- Coordinate strategic development activities of each organization including understanding emerging opportunities to leverage current work and internal capacities
- Cultivate partner connections and relationships by establishing a welcoming office environment

Requirements

- A minimum of 5 years of administrative experience with an ability to bring administrative structure to a start-up like environment
- Proficient in Microsoft Office and Adobe Acrobat
- Ability to manage or prioritize multiple tasks and respond well to change and stressful situations
- Excellent organizational, interpersonal, and communication skills

- Strong attention to detail
- Proven record of working with members of diverse communities and building strong relationships
- Preferred by not required:
 - Proficient in hosting Zoom meetings
 - Familiarity with WordPress, Aveda, KompoZer or online web authoring software
 - Competency in addressing language and ability; bilingual Spanish/English preferred but not required

Key Characteristics

- Commitment to the values of Trailhead, including teamwork, openness, accountability, responsiveness and leadership
- Commitment to the values of CALPHO, including adaptive, collaborative, local approach, unified, resourceful, unique expertise, straightforward, and data-driven
- Open to new ideas and ability to step outside of one's comfort zone
- Willingness to fail, learn from mistakes, and readjust quickly while maintaining a continuous improvement mentality
- Ability to manage multiple priorities
- Excellent organization, interpersonal, and communication skills
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Commitment to ethical communication, cultural responsiveness and a demonstrated capacity to connect with a wide variety of community members, agencies and organizations
- A sense of humor

This is a full-time exempt position located in Denver, Colorado. Hiring salary range for this position is negotiable and commensurate with skills and experience. The expected starting range is \$42,000-\$46,000. Position is located in Denver, Colorado. We offer a generous benefits package including health, dental, vision, life and 401k. We also offer free parking, work out facilities and flexible schedules.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by January 24. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

Only electronic submissions are accepted. No phone calls, please. Please submit a resume, cover letter and three references to Lisa Olcese at lolcese@trailhead.institute.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, LGBTQ people, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.