

Early Childhood Council of Larimer County

Administrative Assistant

Job Title:	Administrative Assistant
Reports To:	Professional Development & Operations Coordinator
Job Location:	Fort Collins, CO
Work Schedule:	.75 FTE (30 hours/week); hours flexible during open business hours
Salary Range:	\$13-\$16/hour, depending on experience/qualifications
Exemption Status:	Non-Exempt

Position Summary:

This position provides general office support, as well as clerical and administrative support to program and executive staff.

Essential Job Functions:

- Coordinate office administrative tasks, including tracking, purchasing and maintaining all office and meeting supplies.
- Answer the phone, greets clients, and perform general clerical duties.
- Provide logistical support to all staff and programs.
- Take minutes at monthly ECCLC Board and Advisory Council meetings.
- Provide support and maintain inventory for office technology, including computers, printers, copiers and other equipment.
- Maintain knowledge of, interpret, and apply agency and/ or program guidelines as appropriate.
- Other duties may be assigned.

Education and Work Experience Qualifications:

- Required Qualifications
 - Experience in an office setting.
 - Ability to perform routine clerical responsibilities.
 - Strong interpersonal skills. High level of professionalism.
 - Strong written and oral communication skills. Thorough knowledge of spelling, grammar and punctuation.
 - Highly organized, accurate and detail oriented.
 - Ability to work effectively with minimal direction.
 - Ability to operate a variety of office equipment and computer applications, including Microsoft Word and Excel, Google applications, multiline phone, copier, fax, etc.
 - Ability to maintain discretion with confidential information.
 - Familiarity & comfort with web-based communication.
- Desired Qualifications
 - Associate's degree; Bachelor's degree a plus
 - Ability to speak, read, and write fluently in Spanish.
 - Experience or familiarity with early care and education.
 - Prior experience or interest in non-profit work.

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Job Benefits:

- Family friendly and flexible work environment
- Six paid holidays
- Paid time off (PTO)
- Three unpaid weeks off each year (week of Thanksgiving; week between Christmas and New Year's; and one personal flex week)
- Eligible for health, dental, vision and life insurance after 2 months of employment.

To Apply:

Email your cover letter and resume to Lauren Powers at lpowers@ecclc.org. Mailed or hand delivered resumes will not be accepted. **Preference will be given to applications received before Tuesday, August 20, 2019. Open until filled.**



www.ecclc.org

ECCLC enhances diversity through inclusion of individuals reflective of characteristics including, and not limited to, race, ethnicity, age, culture, different ideas and perspectives, disability, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, and veteran status.