



Executive Assistant Job Description

Next year, Tri-Lakes Cares will celebrate 40 years of improving the lives of our neighbors through programs that provide relief from suffering and help in times of need. As we look ahead, we are eager and enthusiastic to expand on our rich history of helping to strengthen our network of support and services to ensure our community is resilient and healthy for generations to come.

Because community is at the center of everything we do, we now seek a passionate business professional to be and join our team of dedicated and caring people collectively working to improve lives in northern El Paso County. Our future invites us to be bold, to build and nurture community, and to continually learn and improve our practices so that thriving is available to everyone. We accomplish this through keeping our values at the forefront of the important work we do.

Transparency, Inclusivity, Integrity, Collaborative and Community Centric

If you are interested in applying for this position, please email your resume, a cover letter and references to JobPostings@Tri-LakesCares.org and please be sure to put "Executive Assistant" in the subject line.

JOB TITLE: Executive Assistant

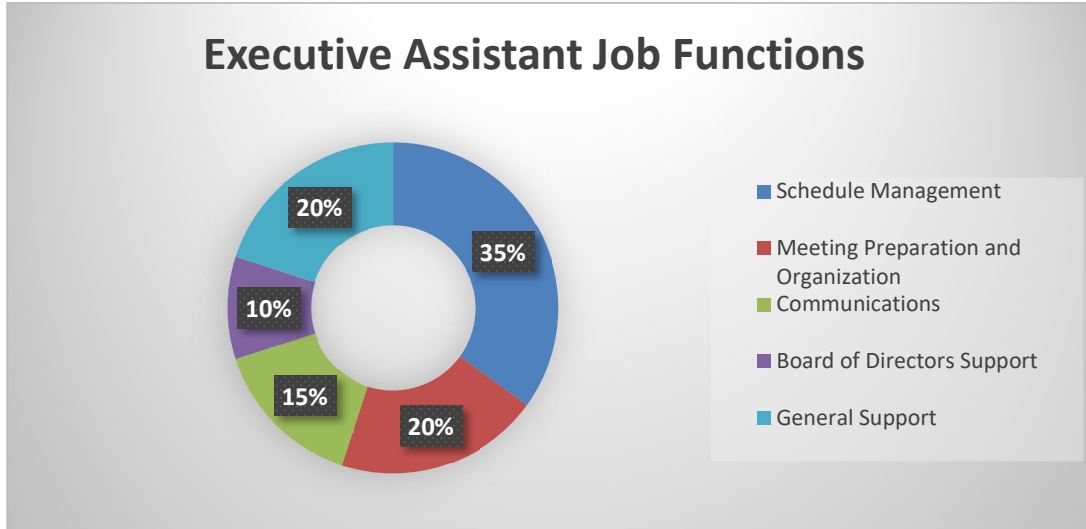
HOURS: Part Time (20-25 hours per week)

HIRING PROCESS & TIMEFRAME

- We will review applications on a rolling basis until the position is filled
- First interviews will take place to identify finalists
- Finalists will be invited to a second interview to select the best candidate
- We are looking for someone to start right away but we will work with the candidate to allow them to give respectful notice to their current employer

SUMMARY OF FUNCTION

The Executive Assistant is responsible for supporting the success of Tri-Lakes Cares' Executive Director, both internal to the organization and in the community through work with many community partners, our Board of Directors and staff. The position requires a high-level of professionalism, confidentiality, the ability to think proactively and be self-motivated.



ESSENTIAL JOB FUNCTIONS

Schedule Management (35%)

- Assist with managing schedule for Executive Director.
- Coordinate the Executive Director's calendar to ensure there is adequate time for travel and breaks between meetings.

Meeting Organization and Preparation (20%)

- Organize and prepare for meetings, including gathering documents, and attending to logistics of meetings.
- Perform all logistics of meeting scheduling, including coordination of all attendees, location procurement and management, agenda, notes, required reminders, and follow-up.
- Prepare meeting rooms, including technology set up.
- Arrange refreshments, collateral, or other items necessary for efficient and effective meetings.

Communications (15%)

- Draft, review and send communications on behalf of Executive Director.
- Answer and respond to phone calls, communicate messages, and information to the Executive Director.
- Maintain various records and documents for Executive Director.

Board of Directors Support (10%)

- Assist with preparation and gathering information from appropriate staff and board members to prepare the monthly board packet.
- Perform all aspects of scheduling monthly Board of Directors meetings and any required subcommittees of the Board as well as securing meeting space.
- Assist Board members with inquiries of the Executive Director.

General Support (20%)

- Perform supportive tasks such as responding to circumstances with thank yous and other gifts of appreciation or condolences.
- Perform ordering and receiving functions for the whole organization, other than food purchases.
- Serve as a screening point to ensure inquiries are appropriate for the Executive Director and redirect to other staff, as appropriate.
- Support other leadership members, as appropriate, especially during the Executive Director's absence.
- Assist with nominating volunteers for award recognition at TLC and with community partners.
- Assist with maintaining connection points with community partners.
- Serve on internal committees as requested.
- Work very occasional nights or weekends, either at special meetings or organization events.
- Sort through organizational mail.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES

- Commitment to our mission and values of transparency, inclusivity, integrity, collaboration, and community centric.
- Flexible and adaptable approach to work - ability to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- Excellent written and verbal communication skills.
- Exceptional time management and organizational skills.
- Close attention to detail.
- Ability to multitask.
- Very good working knowledge of frequently used computer software and programs, such as Microsoft Office.
- Exceptional interpersonal skills.
- Love of continuous learning.

ORGANIZATIONAL RELATIONSHIP

- The Executive Assistant reports to TLC's Executive Director.

COMPENSATION, BENEFITS AND LOCATION

Typical Hours of Work: We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.

Location: Tri-Lakes Cares' office is located in Monument Colorado.

Remote Options: Remote work is limited to Fridays (if scheduled to work on Fridays) and one flexible remote day per month.

Health Insurance: Offered to full-time employees with a 50% employer contribution.

Salary Range: DOE - The hourly rate for this position is \$20 - \$26 per hour based on experience, which is competitive with the El Paso County regional nonprofits of our size and scope.

Paid Holidays: Eight paid holidays per year.

PTO Accrual: Based on years employed and hours worked, see chart below.

Years of Employment	Accrual Per Hour Worked (Full Time Value)
Hire date through the first year of service	0.04 (2 weeks)
First anniversary date through year three of service	0.06 (3 weeks)
4th anniversary date through year six of service	0.08 (4 weeks)
7th anniversary date and above	.10 (5 weeks)

Savings Plan: Simple IRA currently with a 3% company match.

OUR CULTURE, VALUES AND WHAT MAKES US AWESOME

We strive to be a highly respected, deeply committed organization leading people to a better tomorrow. We care deeply about our work and a passion for helping others is the foundation of who we are. We embrace courageous, energetic conversations across diverse perspectives and challenge one another respectfully to lead to positive transformation. Our supportive and empowering Board of Directors sets the tone for continuous improvement for our clients through our mission, vision, and values. Professional development is encouraged to ensure our staff and the organization can perform to our fullest potential. If you are looking for a job with purpose in a family-friendly environment where you can make a direct impact on the lives of people, then you have found us!



PHYSICAL DEMANDS

The work is mostly sedentary with periods of light physical activity. Typical positions require workers to sit for long periods with occasional walking; lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboards or other mechanical devices. The work requires the ability to speak normally and to use normal or aided vision and hearing.

FLSA Status: Non-Exempt, Part-Time

TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.