



# ***Executive Assistant Job Description***

Tri-Lakes Cares is celebrating 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 motivated business professional to 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 everyone can thrive. 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](mailto:JobPostings@Tri-LakesCares.org). Please put "Executive Assistant" in the subject line.

**JOB TITLE:** Executive Assistant

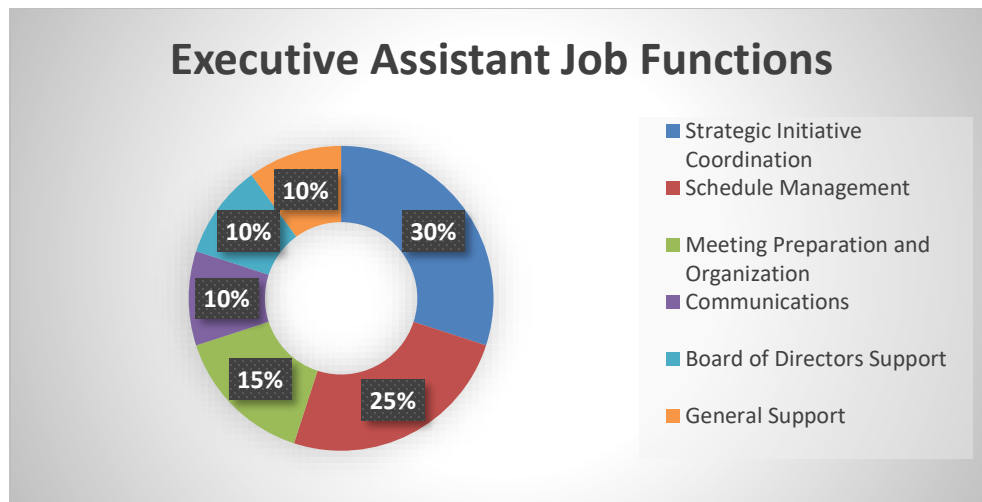
**HOURS:** Part Time (30 hours per week)

## **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. The position requires a high-level of professionalism, confidentiality, and self-motivated work.



### ESSENTIAL JOB FUNCTIONS

#### Strategic Initiative Coordination (30%)

- Develop, implement, and manage a dashboard that allows progress towards the organization's strategic initiatives to be assessed efficiently and effectively by the leadership team.
- Assist the leadership team with the coordination of implementation team deliverables and schedule of meetings.
- Provide support to implementation teams for cross-team communication and reporting to the leadership team.

#### Schedule Management (25%)

- Assist with managing scheduling 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 (15%)

- 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 (10%)

- 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 and other reports and correspondence.
- Perform all aspects of scheduling monthly Board of Directors meetings and any required subcommittees of the Board.
- Assist Board members with inquiries of the Executive Director.

### **General Support (10%)**

- Perform supportive tasks such as responding to circumstances with thank you cards and gifts 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.
- 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 occasional nights or weekends, either at special meetings or organization events.

## **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 and the internet.
- 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 – This is a part-time, non-exempt position with an hourly rate range of \$24 - \$27.
- **Paid Holidays:** Eleven paid holidays per year.
- **Savings Plan:** Simple IRA with a 3% company match.
- **Sick and Vacation Accrual:** Based on years employed and hours worked, see chart below.

Sick Time and Vacation Time Accrual					
Years of Service	Sick Time Hours	Vacation Days*	Vacation Hours*	Vacation Hours Earned Per Hour Worked	Annual Hours Carryover Maximum (1.5x Annual)*
Hire date through the 1 <sup>st</sup> year of service	48	10	80	0.04	120
1 <sup>st</sup> Anniversary thru the 4 <sup>th</sup> year of service	48	15	120	0.06	180
5 <sup>th</sup> Anniversary +	48	20	160	0.08	240

\* Based on a 40-hour work week

## 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.*