



## Administrative Coordinator

Early Milestones Colorado (Milestones) is a nonprofit organization that brings expertise and innovation to complex early childhood systems. Our goal is simple, yet ambitious - to make Colorado the best place to raise a child. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results.

We are looking for someone to jump into the administrative coordinator role with both feet, who is comfortable juggling multiple balls in the air and wearing different hats throughout the day. This person must be well organized, flexible, have a sense of urgency when tackling and finishing projects, and feel comfortable asking questions to better anticipate needs before they arise.

If you are looking for a position with purpose, and are excited to provide support to a mission-driven start-up organization, you may be a perfect fit for our team.

### Summary of the Position and Results Desired

The administrative coordinator ensures the smooth operation of the organization, handling a wide range of tasks including executive staff support, board relations, grants coordination, meeting scheduling and planning, facilities and technology management, and ongoing written and verbal communication with partners.

### Areas of Responsibilities

#### Administrative and Board Support:

- Provide reception duties including welcoming guests, handling and directing phone inquiries, maintaining conference room calendar, and maintaining the safety and security of the office
- Provide support for the board of directors, including but not limited to: coordinating logistics of and attending board and executive committee meetings, note-taking and timely drafting and editing of meeting minutes, disseminating pre- and post-meeting materials, and preparing and maintaining of board books
- Provide secretarial and administrative support to executive staff and board as directed, including calendar and contact management, meeting scheduling, and project time tracking
- Assist with filing, copying, and scanning as needed

#### Meeting Planning:

- Schedule and support organization meetings, including managing complex calendars with multiple staff and partners and arranging meeting logistics
- Manage conference room calendar, set up refreshments and technical equipment as needed, and ensure conference room is cleaned up after meetings
- Arrange travel for executive and project staff as needed

#### Operations Support:

- Oversee inventory of commonly used office and facility supplies, order and receive supplies for staff members as needed

- Tidy and organize office common areas and ensure supplies are stocked and accessible
- Serve as the primary point of contact for office equipment, facility repair and maintenance operations, configure technical equipment for new team members, and help troubleshoot low-level IT issues
- Maintain electronic filing and knowledge management systems

#### Grant Coordination/Financial Assistance:

- Provide assistance with grant proposals, reports, presentations and program evaluation activities
- Assist with financial management: Prepare credit card and reimbursement reports, reconcile receipts, prepare check requests, prepare bank deposits, code payables, receivables, and perform other financial duties

#### Other:

- Update website, support organization's social media presence, and coordinate broad stakeholder communications
- Maintain and manage a contact database and various contact lists
- Receive, sort, and route mail

These are just some of the duties required of the position. We welcome and celebrate team members who show interest in other tasks outside of the job description.

### Strengths, Skills and Qualifications Sought

- At least two years of administrative assistant or related experience
- Bachelor's degree preferred
- Previous experience in a non-profit setting preferred
- Proficiency with Microsoft Office programs, and demonstrated ability to learn new systems quickly and independently
- High level of attention to detail
- Strong organizational and communications skills including excellent writing, proofreading, and note-taking skills
- Experience with major social media platforms (Facebook, Twitter, LinkedIn)
- Critical thinking and problem solving
- Ability to gather and analyze information skillfully and maintain confidentiality
- Proficiency with standard office equipment
- A passion and commitment to Milestones' mission

### Status

This is a full-time position located in Denver, CO. This position reports to the Operations Director.

Email résumé and cover letter to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org).