

CURRENT OPEN POSITION: Operations Assistant

Part-Time (30 hours/week), Non-Exempt, Eligible for benefits

Salary Range: \$21-\$24/hour

[Early Milestones Colorado \(Early Milestones\)](#), a dynamic, action- and results-oriented statewide nonprofit working to advance success for young children and families across Colorado, is currently seeking someone to work 30 hours a week in the operations assistant role. We are looking for someone who is well-organized, flexible, has a sense of urgency when tackling and finishing projects, and feels comfortable asking questions to better anticipate needs before they arise.

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

Summary of the Position:

The operations assistant provides a wide range of tasks including executive staff support, board relations, grants and financial support, meeting scheduling and planning, facilities and technology management, and ongoing written and verbal communication with partners.

What you will do:

- Provide support to the leadership team and board as directed, including calendar and contact management, meeting scheduling, drafting, and routing emails.
- Attend board meetings, draft agendas, take meeting notes and draft minutes, correspond with board members as needed, and handle all scheduling and logistics of meetings.
- Responsible for setting up and monitoring electronic resources in collaboration platform Microsoft Teams to assist in onboarding and to keep existing staff informed of important legal and HR information.
- Assist with data entry, filing, copying, and scanning as needed.
- Monitor grant deadlines to ensure reports and proposals are delivered to funders on time.
- Perform copy editing, proofing, and production assistance.
- Maintain and monitor shared accounting mailbox and prepare credit card and expense reports as requested.
- Schedule and support organization meetings, including managing complex calendars with multiple staff and partners and arranging meeting logistics.
- Organize logistics for meetings, conference calls, webinars, and retreats including scheduling, registration set-up, making copies and compiling meeting packets, handling food orders, and day-of setup of refreshments and technical equipment.
- Assist with job postings, interview scheduling, resume review matrix, recruitment files, and monitoring a recruiting mailbox.
- Act as the primary contact with the IT Consultant and help troubleshoot basic technology issues, ensure electronic equipment is working properly, and ensure copier toner and paper supplies are filled regularly.
- Order commonly used office and facility supplies for staff members as needed.
- Receive, sort, and route mail.
- Coordinate special operations projects as needed (i.e. office move, technology inventory, update electronic file management system).

What we are looking for:

The successful candidate has the following education and experience requirements and core competencies:

- High School Diploma required; Bachelor's Degree preferred.
- Some experience in high-volume coordination/administrative roles; completed coursework considered in lieu of experience.
- Proficient knowledge and experience with Microsoft Office including Word, Outlook, and Excel spreadsheets.

- Ability to represent Early Milestones with professional poise, work effectively with a wide range of constituents, and respond with urgency.
- Ability to self-direct and manage workload in a remote work setting.
- Ability to work quickly and efficiently; must be able to multi-task in a fast-paced environment.
- Ability to balance multiple demands, exhibit strong task management skills, and be flexible in handling last-minute needs and changes.
- Excellent organizational, time management, and analytical skills; high attention to detail.
- Ability to meet deadlines and manage multiple projects simultaneously.
- Interest in quickly learning new software and electronic applications.
- Ability to read, write, speak, and understand the English language fluently, and communicate verbally and in writing at a professional level.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones.

Background of the Organization:

Early Milestones is a statewide nonprofit organization with a simple yet ambitious goal - *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 equitable, lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Early 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.

Early Milestones seeks diverse perspectives, experiences, and skills to enhance our culture. An important part of our culture is our team's core values that include a culture of learning and flexibility; personal responsibility; feeling supported and supporting others; and maintaining balance. If you value the same and are seeking to inspire and be inspired by a vibrant, thriving, mission-driven organization, Early Milestones may be a great fit for you.

Benefits:

Early Milestones staff are working 100% remotely during this time. Staff members are provided with appropriate equipment and access to technology in order to effectively work from home. As conditions change with the pandemic, we may ask staff to attend in-person internal and external meetings as needed and this position may be required to work in the office more often.

The operations assistant position is a part-time, non-exempt position (30 hours per week). Early Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, and life insurance; paid time off (vacation and personal days); parental leave; an employer-matched 401K plan; ongoing professional development; and the opportunity to work with and learn from a terrific team!

Application Process:

Please send your resume and a cover letter to recruiting@earlymilestones.org by Friday, July 4, 2021.

Early Milestones Colorado works to ensure that all children and families, especially those who have been historically marginalized, have access to the opportunities and resources needed to be valued, healthy, and thriving. We strive to embed an equity lens into our daily work and continually update our practices to reflect new learning.

Early Milestones is dedicated to the principles of equal employment opportunity. We are committed to inclusive, barrier-free recruitment and selection processes and will be happy to work with applicants requesting accommodation at any stage of the hiring process. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, marital status, genetic information, gender expression or identity, sexual orientation, or any other status protected by applicable federal, state, or local law.