



EARLY MILESTONES  
COLORADO

## JOB ANNOUNCEMENT

**Position Title:** Executive Assistant

**Reports To:** Director of Operations

**Salary Range:** \$56,000-73,000

**Position Status:** Full-Time, Exempt

**Posting Dates:** January 24-February 26, 2024

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### **About Early Milestones Colorado:**

**Early Milestones Colorado (Early 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 be a child. Our 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 is dedicated to the principles of equal employment opportunity and seeks diverse perspectives, experiences, and skills to enhance our culture and fulfill our core values.

### **Summary of the Position:**

The Executive Assistant is responsible for providing high-level administrative support to the executive director, the leadership team, and the board of directors. This position is also responsible for the coordination of operations and administrative responsibilities to promote organizational efficiency and the mission of Early Milestones.

### **What you will do:**

**Leadership Support:** High-level support for the Executive Director including schedule management, expense management, minimal travel arrangements, and drafting and editing documents; administrative support to the leadership team as requested.

**Board of Directors Support:** Liaison to the board of directors and providing support including meeting coordination, maintaining files and external SharePoint site, meeting minutes, official records, and organizing minimal travel arrangements as needed.

**General Office Management:** Coordinate administrative and facilities functions to promote organizational efficiencies including maintaining a professional workspace in co-working facility, primary contact for IT consultant, maintaining file management system, coordinating staff functions and project meetings as requested, and assisting with HR functions as needed.

## What we are looking for:

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

### **Education and Experience:**

- Bachelor's degree in business administration or equivalent field required; **OR** equivalent combination of education and/or experience sufficient to successfully perform the essential job duties may be considered.
- Minimum 4 years' experience in administration or office management required; OR any equivalent combination of experience, lived experience, and/or special skills.
- Advanced proficiency in software including Microsoft Office Suite, Adobe Pro, and Zoom required.
- Previous executive support working in a nonprofit organization preferred.
- Experience in a Colorado nonprofit focused on early childhood preferred.

### **Preferred Competencies:**

- **Content Expertise.** Understands principles of organization operations. Serves as a trusted administrative support role assisting with administrative and business management matters and activities. Utilizes and stays current on available technology and office equipment.
- **Executive Support.** Proactively assist executives, take on additional responsibilities to support their success, and organize administrative functions based on their needs to allow them to do their job more effectively and efficiently.
- **Confidentiality.** Ability to uphold confidentiality in all aspects of the organization including sensitive employee data, board discussions, and organizational matters.
- **Event Management.** Understands the logistics needed to prepare for, coordinate, and successfully execute meetings and events.
- **Flexibility and Adaptability.** Ability to adapt to various situations and respond well to new environments.
- **Organizational Skills.** Ability to organize information effectively. Ability to prioritize time, action, and resources needed to achieve goals.
- **Teamwork/Collaboration.** Ability and desire to work cooperatively and effectively with others; actively participate as a member of the team, and work toward common goals to reach desired results.
- **Problem-Solving/Decision Making.** Ability to make informed decisions based on available information and take a proactive approach to anticipate, prevent, and solve problems.
- **Communication.** Ability to share and receive information using clear oral, written, and interpersonal communication skills.
- **Emotional Quotient (EQ).** Ability to demonstrate self-awareness, self-management, empathy, and support relationships effectively.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Location Requirements:**

Early Milestones is a Denver, Colorado-based organization that leases office space within a coworking facility conveniently located near Union Station. Early Milestones' staff have the option to work at the coworking facility or from home. This position may require some in-person interactions with staff and partners at least monthly. Staff members are provided with appropriate equipment and access to technology to work effectively from home.

### **Benefits:**

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); family leave; an employer-matched 401K plan; public transit or office parking reimbursement; ongoing professional development; and the opportunity to work with and learn from a terrific team.

### **TO APPLY:**

Please send your resume and a cover letter to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org) with the position title you are applying for in the subject line.

*We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, first-generation immigrants, those who were first in their families to attend college, and individuals with disabilities to apply. 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.*

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