



Administrative Assistant

JOB DESCRIPTION

Program:

Indirect/Regional Business

Summary:

NWCCOG is looking for a competent, energetic, self-directed person with a high attention to detail to support a complex organization. The administrative assistant will tend to the daily activities in Silverthorne, will thrive organizing, updating systems and problem-solving. This is an office-based role with occasional travel to support coordination for on-site meetings. The employee must have exceptional computer, communication, and interpersonal skills to perform administrative support functions for an organization with remote workers across the 6-counties it serves. The employee collaborates closely with an administrative team and is the point of contact for the NWCCOG Council. This is a full-time, full-benefit position in a growing organization (40 hours/week, Monday – Friday, 8:30 a.m. – 5:00 p.m. – flexible start). Non-Exempt, hourly employee with wage range from **\$56,500 - \$78,700** annually, DEQ.

Reporting Relationship:

Reports to the Executive Director.

Reporting Location:

249 Warren Avenue, Silverthorne, Colorado. The administrative assistant will be provided with tools to perform occasional remote work. Daily tasks require presence in Silverthorne.

Duties and Responsibilities:

General Office Daily Duties:

- Be the point of contact for all general administration for NWCCOG.
- Manage and organize files and records on Shared Drive and Website
- Collect incoming mail from PO Box, sort and distribute. Properly postage outgoing mail daily and send.

- Process checks, to and from mail, stamp and input payments in QuickBooks and process outgoing payments (physical checks only).
- Maintain Constant Contact distribution lists, including researching changes in NWCCOG's member jurisdictions' key staff and elected officials after each local election.
- Answer and direct incoming emails and phone calls, greet and aid visitors as they enter the office, as necessary. Receive shipments to office.
- Support and coordinate with HR and Finance staff to ensure smooth operations and overall functions of the organization.
- Website Oversight – upload basic Council materials to website and work with Website contractor and staff to ensure all materials on website are current.
- Review all documents produced by NWCCOG for proper accessibility.

Executive Assistance

- Assistant to NWCCOG Executive Director, requiring advanced skills of Power Point, WORD, EXCEL, and Adobe tools to efficiently produce high-quality presentations, spreadsheets, and documents.
- Assist Executive Director with Council projects, and content updates (Member Handbook, Member Survey,).
- Assist Program Directors with high level administration work and tasks as time allows.

Council Support:

- Send documents for signature to NWCCOG Council Chair.
- Manage Microsoft Outlook meeting notifications, agendas. Post Council materials on NWCCOG Website using Word Press for posting and updating content.
- Support Council Officers, coordinate bank signer transition process, Be primary point of contact with NWCCOG Council for meetings, representative tracking, notifications and keeping a current mailing (and email) list of representatives, town & county managers.
- Gather materials for agenda building, Assemble and distribute meeting packets, arrange for all logistics and write minutes for all NWCCOG Council and EDD Board meetings (7 meetings per year) and staff meetings (monthly), NLF Loan Committee (monthly), QQ meetings (quarterly).
- Maintain Council Representative List

Building/Office/Vehicles Management

- Manage office-related leases and equipment maintenance. Order office supplies for the entire organization.
- Ensure all office equipment is in good working order and arrange for repairs. Keep all necessary supplies for office equipment stocked.
- Manage key fob system for buildings.
- Point person for office building, including submittal of CIRSA (insurer) claims, performing building inspections. Assuring building is ADA Compliant, monthly checks of wheelchair lift, management of maintenance and small projects.
- Point of Contact for IT issues working as liaison between employee and IT contractor.
- Manage fleet, Enterprise account, lease expirations, vehicle returns and WEX card management.
- Maintain current Registrations for NWCCOG Vehicles

Qualifications:

Strong organizational skills, able to prioritize and balance multiple inputs, outputs, delegations, and tasks. Bachelor's Degree strongly preferred. Writing skills. Verbal skills. Experience with MS Office. Mastery of Outlook, Experience enough to create, edit and produce quality work products in WORD, Excel, Power Point, Share Point (cloud). Mastery using virtual meeting platform technology (Zoom, Teams), hybrid meeting setup, and management. Experience in Word Press uploading and managing content. Must be detail oriented and organized, able to prioritize multiple projects, able to tolerate regular interruptions, have excellent written and verbal communication skills, and outstanding customer service skills. Must have a valid Colorado driver's license and driving record suitable for insurability by NWCCOG's insurance provider.

Criteria for Evaluation:

Evaluated on professionalism, thoroughness, initiative, mature judgment, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisors and others, growth in capabilities, skills, and technical abilities. Evaluated by the Executive Director bi-annually and more often if needed.

It is the policy of NWCCOG to offer equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual orientation, age, or disability.