



Rose Andom Center

One Place. Immeasurable Hope.

Rose Andom Center Job Announcement for Administrative Assistant November 7, 2022

The Rose Andom Center is Colorado's first family justice center where domestic violence victims and their families can access a broad range of support services. Our mission is to improve the lives of victims and survivors by facilitating access to the staff and resources of 16 community non-profits and 6 government agencies in a single, safe location in downtown Denver.

Job Title: Administrative Assistant

Status: Full Time

Reports to: Executive Director

Starting Salary Range (DOE): \$40,000 - \$42,000

Benefits: Employer-sponsored medical, dental, vision, and life insurance along with Simple IRA retirement plan (currently with 2% employer contribution). Generous paid vacation plus 11 holidays.

Job Summary: The Rose Andom Center is seeking an Administrative Assistant to oversee day-to-day office operations and provide general administrative support to the Executive Director and the Finance & Operations Director.

Job Duties and Responsibilities:

General Administrative & Office Support:

- Keep office and program supplies organized and available for staff and partners.
- Assist in onboarding and offboarding of new staff and partners, including office tours, desk space coordination, and technology and systems training.
- Attend meetings, take notes/minutes, follow-up on any assigned action items.
- Manage calendar items and notes for Rose Andom Center staff and partner meetings.
- Organize and maintain physical and digital records.
- Respond to phone calls and emails as needed. Monitor shared email inboxes.
- Maintain distribution and inventory of Rose Andom Center print materials.
- Monitor PO Box and distribute incoming/outgoing mail.
- Research purchasing of supplies and other needed vendors.
- Book travel and conference registrations for staff and partners as needed.
- Assist with planning and implementation of staff and partner appreciation events.
- Other tasks as assigned by Executive Director and/or Finance & Operations Director.

Facilities Administration:

- Serve as primary contact person for questions and concerns regarding general operational structures, building/facilities, IT, parking, and maintenance.
- Serve as primary liaison between building tenants and the Rose Andom Center.



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- Regularly communicate building updates with all partners, tenants, and staff. Maintain and distribute accurate building directory of staff and partners.
- Coordinate with City General Services / Facilities team, contract IT support, and other vendors regarding maintenance, repair, and service requests. Evaluate new vendors as needed.
- Assist in managing office technology, improvements and changes.
- Manage key-card access security system and track badge assignments.
- Monitor parking garages and maintain current list of approved vehicles.
- Respond promptly to any facility related requests or concerns.
- Other tasks as assigned.

Meeting & Event Coordination:

- Maintain meeting and event schedule, review requests for use, and provide support as needed leading up to, during, and after any bookings.
- Ensure furniture and AV equipment are operational and available as needed.
- Provide support for major events such as conferences and training events.

Job Qualifications, Knowledge, Skills, and Abilities:

- Minimum two years of experience in a related, administrative position.
- Familiar with non-profit operations and committed to the mission of the Rose Adom Center.
- Excellent written and verbal communication skills.
- Detail oriented, observant, and accurate. Able to quickly access information and solutions.
- Reliable, consistent, and highly organized. Able to follow tasks through to completion.
- Strong computer skills and aptitude to learn new software and systems. Familiar with Microsoft applications (Office Suite, Office365 Administration, Sharepoint, Outlook, Forms); Google tools (Gmail, Calendar); scheduling management software; VoIP systems.
- Familiar with virtual and in-person meeting set-up. Comfortable with Zoom and other online meeting platforms; HDMI and projector connections; conference call services; etc.
- Able to provide informed, diplomatic, and thoughtful solutions to daily problems.
- Consistent and equitable in work and communication.
- Able to create a welcoming atmosphere for team members, clients, and visitors alike.

To Apply:

Please send resume and cover letter to Jobs@roseandomcenter.org with subject line “Administrative Assistant.” **Applications without a cover letter may not be considered.** Position requires the successful completion of a criminal background check and proof of current COVID vaccinations.

The Rose Adom Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.