



## **EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION**

<b>Job Title:</b>	Office Assistant
<b>Hours of Work:</b>	40 hours per week. This person will typically work within the hours of 8:30 - 5:00 with some flexibility as determined by the supervisor and employee. Some evening/weekend work will be required. Regular and timely attendance is an essential function of this job.
<b>Work Location:</b>	1575 Yarmouth Ave, Boulder, CO
<b>Reports to:</b>	Operations Director

### **About EFAA**

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

### **Position Summary**

Provide broad range of office administrative support to core EFAA business functions. Areas of responsibility include facility management support, office equipment and supplies, and telecommunications. In addition, this person will provide administrative support to the Executive Director and EFAA's Board of Directors, and other management staff in the area of clerical, records management, and internal communications.

### **Essential Functions**

#### **1. Office assistant**

- Under the supervision of the Operations Director, support the purchase of printing materials and other office supplies (stationary, pr info, business cards, etc.) with various EFAA departments
- Inventory and replenish office supplies/materials, paper and cleaning supplies for all EFAA work sites
- Maintain office equipment and train staff in use of fax, phones, postage meter
- Manage the delivery, reception and allocation of office supplies and equipment, including to the central offices and housing sites
- Support the reception, logging and distribution on non-food, in-kind donations
- Support inventory, purchasing and replenishment of needed furniture and supplies at housing sites in collaboration with Housing Program Manager
- Oversee daily supply and utilization of common spaces (kitchens, bathrooms, etc.)

#### **2. Administrative support**

- Participate in EFAA's Staff Advisory Team (SAT) to provide administrative support to SAT purchases and activities
- Management of the contracting of translation services and reception of translation requests from staff.

- Monitor [information@EFAA.org](mailto:information@EFAA.org) emails and forward to appropriate staff based on content.
- Actively participate in the annual Holiday Gift room program.
- Other administrative projects as assigned by Operations Director.
- Assist in organizing interview panels during recruitment

### **3. Support to Executive Director/Board of Directors**

- Maintain updated Board lists and e-mail directory; update annually at start of new Board year and as needed during year
- Attend Board and Executive Committee meetings; take notes, prepare minutes and distribute
- Maintain new Board member handbook and support Board member on-boarding
- Assist with planning and arrangements for Board retreats, annual staff/Board breakfast
- Maintain corporate records: minutes, correspondence, etc.
- Provide support on special projects as assigned

### **4. Support to Property Management Team**

- Monitoring of maintenance call-in number; logging of maintenance calls into 123 Landlord.
- Support Facilities Supervisor in documenting needs identified in the annual inspection of facilities and in developing the annual capital improvement
- Participate in EFAA's Property Management Team, as needed

### **Skills/Competencies**

- Must have high school diploma, some college preferred.
- One to two years relevant administrative experience.
- Ability to maintain a high degree of confidentiality.
- Strong oral and written communication skills.
- Strong organizational skills
- Ability to work productively in teams
- Ability to communicate and work easily with a wide variety of people.
- Ability to establish priorities in environment of competing demands.
- Attention to detail and an ability to manage multiple projects a must.
- Requires excellent computer skills in MS Office.
- Ability to proactively initiate efforts to improve procedures within area of responsibility.
- Experience engaging with and managing volunteers preferred
- Valid drivers' license and reliable vehicle to travel between EFAA housing sites / locations.
- Strong preference for functional Spanish language skills.
- Commitment to EFAA's mission of EFAA and the principals of diversity, equity and inclusion

### **Working Environment, Physical Activities and Equipment Used:**

Physical agility to perform all aspects of the job including standing, sitting, walking, the use of stairs, ability to lift up to 30 lbs. Typical office environment. Regularly uses computers for data input and other work.

Employee must take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents; adhere to and practice EFAA Safety Rules.

### **Compensation**

This is a full-time position (100% FTE) or 40 hours per week. The pay range for this position is \$20.00 - \$22.00 per hour. Competitive pay commensurate with education and experience.

### **Why You Should Apply**

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices
- A commitment to professional development and training

### **How to Apply**

Please email your cover letter and resume to [resumes@efaa.org](mailto:resumes@efaa.org) with the subject line "Office Assistant". The position is open until filled. Applications will be reviewed on a rolling basis.

### **Non-Discrimination Policy**

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy or any protected class under applicable Federal, State or local laws that is not listed above.