

Arc of Weld County Job Description

Title: Administrative Assistant

Reports To: Office Manager

FLSA Status: Full time, Non-Exempt, for the right candidate Part time may be considered

Primary Office Location: Greeley Colorado

Start Date: Oct 2019

Interested applicants should email 2 documents: A signed cover letter, and resume to Tiffany Ochoa, Office Manager at tiffany@arcweldcounty.org. As a reminder, this job posting ends September 27th at 5pm. Late submissions will not be accepted. Please no phone calls.

Summary Description:

The Arc of Weld County is a nonprofit organization committed to providing advocacy and supportive services to individuals with intellectual and developmental disabilities in Weld County as well as the Northeastern counties of Colorado. The Administrative/Advocacy Outreach Assistant will provide general office support in Weld County and advocacy outreach in northeastern counties.

Essential Functions:

- Support the Community Ambassadors and Office Assistants with all duties as assigned
- Support Self Advocate volunteers and provide tasks both in office and outreach volunteers
- Assist with office related purchases, per the direction and supervision of the Office Manager
- Attend selected "City" Days festivals for public relations and membership promotion with volunteer self-advocates
- Provide committee support, including meeting prep, including materials development, food planning, etc., as directed by the Office Manager
- Attend and assist with child care for support groups and other events, as assigned

Nonessential Functions:

- Performance of general clerical duties, including assisting with department coverage
- Event planning
- Public speaking
- Maintain compliance with the AWC employee handbook
- Participate in 1:1 weekly supervision with Office Manager
- Reports all incidents of MANE (mistreatment, abuse, neglect and exploitation) to immediate supervisor
- Other duties as assigned

Qualifications:

- Must be or become an active member of the Arc of Weld County; includes membership dues payment within the first 30 days of employment
- Must consent to and pass a pre-employment criminal background check and driving record check, as well as periodic checks as deemed necessary
- Schedule availability must be flexible, as some weekends, early mornings and evenings will be required

Travel:

- Must have own personal transportation, valid driver's license and vehicle insurance as required by Colorado law
- Frequent weekly travel can be expected locally throughout Weld County, in proximity to the Denver Metro area and the northeastern counties of Colorado; typically, less than a few hours per week unless distance travel is needed to northeastern Colorado

Experience:

- Previous experience working with individuals with intellectual and developmental disabilities preferred

Preferred Education:

- Post-secondary education preferred

Knowledge, Skills and Abilities:

- Must support the Mission and Vision of the Arc of Weld County
- Creative, strategic and analytical thinker with the ability to manage and/or assist with multiple projects concurrently

- Proven ability to communicate effectively both orally and in writing; illustrations may be requested
- Exemplary organizational skills
- Proficient use of a personal computer and advanced skills in Microsoft programs
- Knowledge of standard office equipment
- Exemplary development of professional conduct

Expected Hours of Work:

- Typically, office hours are Monday through Friday, 8:30am to 5:00pm, schedule will be determined per administrative and eastern counties advocacy outreach needs and with approval from the Office Manager
- Additionally, this position requires some evening and weekend work, including a full weekend for the Families in Action retreat, as well as special events that are scheduled each month
- Special events occur monthly and attendance is expected, as assigned
- Events that occur outside of the regular schedule will be flexed into the weekly schedule and will not be considered additional hours

Work Environment:

- This position operates in a professional office environment, as well as in the field such as schools, child care settings including camp-like environments
- This position routinely requires the use of standard office equipment, such as computers/laptop, photocopiers, scanners and filing cabinets.
- While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration.
- The employee may be occasionally exposed to condition at alternative hosting sites, such as school, camps, client homes, etc.
- Must be physically able to lift to 30 lbs.
- Must be physically able to sit for extended periods of time, as the primary duties are sedentary and performed seated at a desk
- Must be physically able perform behavioral interventions as instructed

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Regularly required to talk and/or hear
- Frequently required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms

The Arc of Weld County offers a competitive salary, contingent on experience and qualifications and an excellent benefits package. We are an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender or gender identity, sexual orientation, veteran status, disability or national origin.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.

Employee Signature

Date

Signature

Date