

## The Arc of Weld County Job Description

**Title:** Office Assistant/Ambassador Trainee

**Reports To:** Administrative Assistant

**FLSA Status:** Part-time (7 hours per week), Non-Exempt

**Primary Office Location:** Greeley Colorado

**Start Date:** TBD

**Duration:** 1 year

**Disclaimer:**

- Based on our safety plan for COVID-19, the start date and interviews will be addressed with applicants

**Application Instructions:**

- A cover letter and a resume to be submitted by March 30<sup>th</sup>, 2020 at 5pm, to [tiffany@arcweldcounty.org](mailto:tiffany@arcweldcounty.org)
- If an applicant requests, an example of the cover letter and resume will be supplied to the applicant/support person
- Initial interview will be with applicant only
- Either AWC or the applicant may request a second interview where applicant may have assistance from family member, guardian, agency support etc.

**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 Office Assistant Trainee will develop general employment skills through the temporary year-long training program. This entry-level, part-time position is specifically intended for an individual who has very limited or no prior work experience.

**Essential Functions:**

- Ambassador
  - Greets community members and gives information about The Arc of Weld County
  - Responsible for copying and distributing The AWC flyers and other materials
  - Participate and represent The AWC at monthly community meetings, as assigned by supervisor
  - Will work together with The AWC staff to make a list of the items discussed at the meeting, and present it at the staff meeting or more if needed
  - Membership engagement contacts
- Clerical/Office
  - Computer duties
  - Phone duties
  - Use of additional office equipment (printer, laminator, label maker, etc.)
  - Errands for office and special events with assistance from Administrative Assistant
    - Maintaining inventory and generate shopping list
- Office Maintenance
  - Completion of "Daily to Do Lists" with various tasks each day, ie.
  - Use of steam cleaner, tile cleaner, vacuum, etc.
  - Use of typical office cleaning supplies
- Attends special events as assigned

- Will attend monthly staff meeting

**Nonessential Functions:**

- Greets clients and community members at the office
- Completion of “Daily to Do Lists” with various tasks each day
- Prepares mailing labels and general mailings as assigned
- Creates and compiles packets and notebooks as assigned
- Maintain compliance with The AWC employee handbook
- Participate in 1:1 weekly supervision with the Administrative Assistant
- Reports all incidents of MANE (mistreatment, abuse, neglect and exploitation) to immediate supervisor
- Other duties as assigned

**Qualifications:**

- Must be 18 years or older
- 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, 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 designated, reliable transportation to and from shifts
- Transportation for job duties will be provided via the AWC vehicle

**Experience:**

- Little to no prior work experience required

**Preferred Education:**

- Negotiable

**Knowledge, Skills and Abilities:**

- Must support the Mission and Vision of The Arc of Weld County

**Expected Hours of Work:**

- Typically, office hours are Monday through Friday, 8:30am to 5:00pm, agency need will determine individual schedule
- 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 monthly schedule and will not be considered additional hours

**Work Environment:**

- This position operates in a professional office environment, such as schools, childcare settings including camp-like environments, and in our community
- This position routinely requires the use of standard office equipment, such as computers/laptop, photocopiers, scanners filing cabinets, laminating machine, cleaning equipment/cleaning supplies, etc.
- While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration.

**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. 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 Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date