



## JOB ANNOUNCEMENT Administrative Assistant

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The Boettcher Foundation is seeking a highly dynamic, bright Administrative Assistant who thrives in a fast paced team-oriented environment and loves working with people and numbers. This position will report directly to the Director of Administration while additionally providing clerical support to the Director of Finance. This is a multi-faceted operations role which requires a professional person who can pleasantly answer phones, provide meeting support, accounting support and a wide-variety of other detail-oriented tasks.

The salary for this position will be between \$35,000-\$38,000 with an outstanding benefits package that is unmatched in the Denver market. Please see additional details below, including how to apply for this opportunity.

### **Purpose/Summary Description**

Under the direction of the Director of Administration, the Administrative Assistant will assist in the daily operation of all Boettcher Foundation administrative and clerical activities. Provides direct administrative support to the Director of Administration and the Director of Finance. Represents the Boettcher Foundation in-person and through written and verbal communication.

### **Essential Job Functions**

- Performs clerical, technical and administrative support to the Boettcher Foundation on Foundation-wide operations including administrative and financial matters
- Administrative support areas include information technology, human resources and facilities
- Finance support areas include accounts payable, deposits, journal entries, investment transfers and fixed assets
- Specific project-based support of the Boettcher Scholarship Program
- Conducts research, maintains database and prepares reports and spreadsheets
- Communicates with members of the Board of Trustees, grant seekers and recipients, scholarship applicants and their parents, current and alumni Boettcher Scholars, representatives of the Colorado nonprofit, education and government communities
- Organizes and coordinates Boettcher Foundation meetings and special events
- General office management support such as supply ordering, mail distribution and answering incoming calls and routing appropriately

### **Qualifications**

Education: High School diploma or equivalent

### Skills/Experience:

- Minimum of 5 years professional administrative support experience
- Demonstrated experience in drafting letters, reports and other correspondence
- Proficiency with Microsoft Office Suite, email and web communications
- Excellent organizational skills and attention to detail
- Must be a self-starter, comfortable with taking initiative
- Demonstrated ability to achieve deadlines and adjust to changing priorities
- Demonstrated ability to work effectively with numbers and databases
- Ability to manage multiple tasks with multiple supervisors
- Excellent interpersonal skills
- Strong oral and written communications skills
- Ability to work in a team environment
- Must enjoy working with people

### **Working Environment**

Professional business office in downtown Denver. Normal business hours are Monday-Friday from 8:00am to 5:00pm. Ability to arrive early, stay late or work on weekends upon occasion is essential. Travel is generally not required.

**NOTE: This job announcement is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**

**DEADLINE for receipt of Cover Letter and Resume: January 4, 2010**

- Send hardcopy to Human Resources; Boettcher Foundation; 600 17<sup>th</sup> Street, Suite 2210 South; Denver, CO 80202 or email attachments in Microsoft Word or PDF format to [HR@boettcherfoundation.org](mailto:HR@boettcherfoundation.org).
- Cover letter should include the following: 1) Tell us why you want to work at the Boettcher Foundation and 2) Describe what makes you uniquely qualified for this position.
- Hiring is subject to a background check, a credit check and drug testing.
- For further information, send an email to [HR@boettcherfoundation.org](mailto:HR@boettcherfoundation.org).