



## Administrative Assistant Job Description 2025

<b><u>DATES:</u></b>	Year-Round
<b><u>EMPLOYMENT STATUS:</u></b>	¾ - Full-time (30-40 hours/week), Hourly Employee
<b><u>PAY:</u></b>	\$23-\$27/hour
<b><u>BENEFITS:</u></b>	Health, dental, vision, disability, and life insurance. RMYC pays 100% of employee premiums. 401(K) retirement plan. Paid vacation, sick time, holiday.

### Summary

The Administrative Assistant (AA) is a senior administrative professional who plays a critical role in supporting and streamlining various operational processes across our non-profit organization. This position requires a high degree of organization, attention to detail, and the ability to manage multiple administrative tasks concurrently. The AA will serve as the central administrative point of contact for both internal departments and external service providers, ensuring efficient office and facility management as well as seamless support for HR and operations.

### Key Responsibilities:

- **HR Department Assistance:**
  - Process seasonal incoming employee documentation, including data entry, retrieval, and verification (e.g., E-verify, CO New Hire).
  - Coordinate new hire orientations and manage employee demographics records.
- **Cross-Departmental Support:**
  - Provide administrative assistance to Finance, Accounting, Operations, Programs, and Data Systems teams on an as-needed basis.
  - Assist with event planning and coordination, including logistical support and scheduling.
  - Perform additional administrative tasks as assigned to support organizational goals.

### Office & Facility Management

- **Office Operations:**
  - Oversee and maintain office supply inventory, manage orders, and ensure conference and meeting rooms are prepared for use.
  - Handle routine mail management, including collection, sorting, and distribution.
- **Facility Oversight:**
  - Manage all aspects of facility operations including maintenance, upkeep, and repair documentation.
  - Oversee vendor relationships and coordinate the purchasing and tracking of facility-related expenses (e.g., maintenance services, cleaning, equipment).
  - Maintain facility accounts, manage invoicing, and monitor budgets associated with facility needs.
- **Equipment & Environment:**
  - Ensure proper maintenance of office equipment and manage the scheduling of cleaning and maintenance services.
  - Supervise the management of trash and recycling operations and maintain the interior cleanliness of all office areas.

### Campus Management

- **Property and Grounds Coordination:**
  - Oversee the organization and scheduling of lawn maintenance and overall campus cleanliness.

- Manage watering, planting, and upkeep of outdoor areas, including planters and property landscaping.
- Coordinate seasonal services such as snow removal to ensure safe and accessible campus conditions.

## **Operations & Vehicle Administration**

- **Vehicle & Trailer Management:**

- Serve as the primary point of contact for auto insurance claims and coordinate related administrative tasks.
- Collaborate with the COO on the assignment of seasonal vehicles and manage vehicle registration and insurance requirements.
- Organize and process Motor Vehicle Records (MVR) submissions for new hires.

## **Skills & Qualifications:**

- **Proven experience in an administrative or office management role, preferably within a non-profit environment.**
- **Exceptional organizational skills with the ability to manage multiple tasks and projects simultaneously.**
- **Strong interpersonal and communication skills, with the ability to work collaboratively across departments.**
- **Proficiency in standard office software (e.g., Microsoft Office Suite) and facility management tools.**
- **Detail-oriented with a commitment to accuracy and process improvement.**

## **Working Conditions:**

- **This role is primarily based in an office setting with occasional on-site responsibilities related to facility and campus management.**
- **Flexibility to handle administrative tasks in a fast-paced, multi-departmental environment is essential.**

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