



Administrative Coordinator

Location: 56 Edwards Village Blvd, Edwards CO 81632 or Remote from Home

Start Date: ASAP

Employment Type: Part time (20 hours/week), Non exempt, Year Round with possibility of increased hours

Pay Range: \$20/hr- \$24/hr (DOE DOQ)

Schedule: Set your own schedule within standard business hours. May work some weekends.

About Us

Eagle Valley Community Foundation (EVCF) envisions a community that works together to build trust, hope, and wellness for all. EVCF provides access to programs and resources that support wellness, healthier food and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality.

Position Summary

Would you like to work with an organization that has a great community impact? Join our team at Eagle Valley Community Foundation to support the two great programs: The Community Market and MIRA Bus.

The Admin is a part-time, year-round position responsible for providing support to the general operation of the foundation and their programs The Community Market and MIRA Bus. We are looking for an energetic person to provide various kinds of administrative assistance, bookkeeping and general office management support to Eagle Valley Community Foundation, its fiscal sponsorees and staff.

The Admin must thrive on prioritizing multiple initiatives, have strong ability to communicate messaging both verbally and written, an eye for detail, proofreading, strong organizational skills, and be able to bring ideas forward and to life individually and collaboratively.

Duties/Responsibilities

Office Administration

- Manage EVCF office operations, supplies, logistics and assist Foundation Directors as requested
- Vail PO Box mail pickup twice weekly
- Track and monitor all federal, state, and insurance registrations & various annual recertifications, renewals
- Staff meeting & board meeting scheduling, room logistics, food ordering
- Fulfill fiscal agent special requests from our subaccount funds – e.g. Qgiv form link, marketing collateral

- Create and maintain Foundation asset list
- Maintain impeccable filing system
- Provide support/response for (2) Xfinity voicemail lines and answer email inquiries promptly
- Responsible for info@ email account
- Maintain contact, mailing lists
- Assist in Foundation communications to internal and external stakeholders
- Assist in event planning
- Research and provide summaries related to systems and process changes, new technology implementations, etc

Technology

- Tech troubleshooting & new hardware/software setups for staff
- Primary Admin User for multiple platforms, accounts, and service subscriptions: QGiv, Gsuite Admin, Dropbox, GoogleDrive files + more and ensure files are up to date and running smoothly for all users
- Send Microsoft office and anti-virus setup links for new employee users
- Setting up GSuite email accounts, provide training as needed
- Maintain printers at four sites
- Assist Director of Operations in GDrive/Teams document migration

Bookkeeping

- Submit payables to Accountant in a timely manner and followed through pay cycle
- Coordinate monthly coding of bank reconciliation for accountant and maintain archived financial statements organizational hardcopies filed at EVCF office
- Assist Director of Operation in preparation for Financial Audit
- Deposit checks/ cash to Alpine bank in person or w/remote device (Panini Scanner) and recorded in Bloomerang
- Accurately create auto-billing, automatic payments, subscriptions for new service/vendor accounts
- Keep all online account payment accounts current with valid payment methods for GoDaddy, Black Hills Energy, CenturyTel, Comcast, AT&T, Holy Cross Energy, Flywheel, FBR, AlSCO, WCW, Shamrock, Sysco +more
- Assist fiscal accounts with their invoice payments, balance statements, and general questions as requested

Other

- Promote the vision and goals of EVCF
- Perform misc related duties as assigned: e.g. backup TCM grocery rescue, assist volunteers with registrations
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Other duties as assigned

Qualifications:

Associate's Degree in Business Administration or similar field preferred.

A minimum of 2 years of relevant professional experience, required, including:

- Non profit accounting/bookkeeping
- Office management
- Administrative Support

Excellent verbal and written communication skills.

Ability to establish relationships and build trust throughout the organization and with individuals from different cultures, as the Latinx community.

Strong organizational skills, detailed oriented.

Strong interpersonal skills.

Experience in event management, marketing, and public relations, preferred.

Spanish-language proficiency required (in verbal and written).

Strong computer skills and knowledge of Microsoft Office Suite and Google Suite .

Benefits

Comprehensive medical, and some dental insurance

Paid time off (PTO) and sick time

Professional development opportunities

Flexible work schedule

Ski pass reimbursement

Employee Assistance Program

12 paid holidays

How to Apply:

Interested candidates should submit a cover letter & resume to Virginia Lecea at virginia@eaglevalleycf.org.

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion.