



We're looking for an Office Administrator to complete clerical and administrative tasks to ensure all support functions of our Denver office are working effectively and efficiently. The Office Administrator serves at the main point of contact for all Up with People (UWP) staff, management and external constituents. While maintaining all office services by organizing operations and procedures, this person serves as a trusted partner to deliver against the priorities of Up with People's mission.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate needs. The role must interact seamlessly, with a professional demeanor, across a broad range of individuals including members of the Senior Management Team, Board of Directors, Constituents and Staff. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion.

Office Administrator, Up with People

Job Summary

The Office Administrator provides administrative support necessary to ensure efficient operation of the office, while supporting managers and employees through a variety of tasks related to organization and communication. The Office Administrator is responsible for confidential and time sensitive material and is familiar with a variety of the organization's concepts, practices and procedures. This position is Denver Based in office/non-remote, full time, 40 hours per week with office hours of 8:30 am until 5:00 pm, Monday through Friday.

Primary Duties and Responsibilities

- Routinely perform a wide variety of support duties including office management.

- Coordinate work with other Up with People (UWP) staff as needed; play a key role in the coordination of staff efforts both in Denver and locations throughout the world.
- Assist in activities and processes including project planning, prioritization, initiation, execution, and company SOP's.
- Handle phone calls, email/messages, virtual meeting facilitation, contact update in Salesforce, printing, faxing, mail/overnight packages, copying, and electronic filing.
- Sort and triage communications (phone, email, mail, etc.), maintaining e-mail and other directories.
- Compose and prepare letters relating to routine correspondence for the Executive Team.
- Schedule meetings; assist in the preparation and distribution of meeting agendas and materials.
- Transcribe source material, prepare documents, reports, tables, and charts; distribute as appropriate.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Manage IT resources through current vendors.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.

The Ideal Candidate Is

- Able to effectively communicate via phone and email ensuring that all Office Administrator duties are completed accurately and delivered with high quality and in a timely manner.
- A detail-oriented self-starter with prior experience in a non-profit with worldwide operations focused on youth.
- Someone who exhibits sound judgment with the ability to prioritize and make decisions.
- Energetic and eager to tackle new projects and ideas.
- Comfortable interacting with high-level executives, UWP staff, and all external constituents.
- A team player capable of cultivating productive working relationships throughout the organization.
- Resourceful, can-do attitude.
- Thrives in a fast-paced, changing environment.

Skillset And Background

- Two to three years' prior experience in office administration
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel) and Salesforce platform.
- Exceptional writing, editing, and proofreading skills
- Excellent organization and time-management skills

To apply, submit cover letter and résumé to:

Up with People

Email: employment@upwithpeople.org

Office Location:
6800 Broadway, #106
Denver, CO 80221

Salary range \$38,775 to \$42,112

Up with People is an Equal Opportunity Employer