



**Administrative Assistant
Full-time, Seasonal**

Job Title: Administrative Assistant – Full time, 37.5 hours/week. Seasonal. (May/June – Sept/Oct)

Hiring Range: \$16-18 per hour

Prepared Date: March 24, 2021

Reports to: Associate Director and Executive Director

Mission Statement of the Grand County Rural Health Network is “We work in partnership to advocate for and support the health of our community.”

Position Summary:

Provides support for administrative operations, volunteer coordination, and fundraisers. Provides administrative support to Directors and staff. Must be highly skilled in Microsoft Office and internet. Only self-directed and motivated individuals need apply. Pay \$16-18/hour, full-time seasonal.

To apply, send letter of introduction and resume to: Amanda Uehlein, Associate Director, Grand County Rural Health Network, P.O. Box 95, HSS, CO 80451; fax 970-725-3478; or email auehlein@gcruralhealth.org.

1. Assists in the coordination and implementation of fund raising events; including management of events time line, administrative-related duties, supervision and coordination of event volunteers.
2. Coordinates volunteer duties for fundraising and other community events, such as COVID-19 Vaccine clinics.
3. Assists with the completion of reporting, data entry and other administrative-related duties as requested.
4. Assists with marketing and public relations functions including distributing marketing materials, newsletters and press releases.
5. Provides administrative support to the Associate and Executive Directors.
6. Assume receptionist duties, answer phone, conduct simple intakes, route calls and take messages as needed.
7. Assist staff with administrative duties as requested.
8. Monitors and organizes office supply inventory. Reports needs to Office Coordinator.
9. Maintains filing systems.

10. Takes meeting minutes as assigned.
11. Assures compliance with all aspects of Network's programs, goals, activities and budget.
12. Assumes responsibility for projects and assignments as assigned by the Associate or Executive Director.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education:

High school diploma or a General Education Development (GED) certificate preferred in addition to skills certifications. Experience in Microsoft office and willingness to take leadership in volunteer coordination a must.

Bilingual English-Spanish preferred.

Knowledge, Skills & Abilities:

- Ability to greet and meet public and professionals in a positive and professional manner.
- Preferred experience in meetings and other event coordination.
- Skill in written communication.
- Skill in verbal communication.
- Ability to work independently without close supervision in an independent work environment.
- Ability to follow through on assignments and activities as requested in a timely fashion.
- Ability to explain and summarize instructions, delegate and assign volunteer duties;
- Communicates effectively and professionally with staff, customers, volunteers and partners;
- Able to effectively utilize computer software and hardware provided;
- Skill in use of Microsoft Word, Excel, Internet and social media platforms.
- Ability to establish and maintain effective working relationships with volunteers and partners.
- Ability to engage and respect a variety of socioeconomic and ethnic backgrounds appropriately.
- Ability to maintain professional demeanor when dealing with difficult individuals and situations.
- Preferred knowledge of Grand County healthcare services and organizations.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is normal in shared office.

This position requires evening and weekend availability dependent on organizational need.

COVID-19 work environment, as applicable; varies based on county- or organization-level restrictions and precautions. These can include working from home with organizational supports (such as phone and internet reimbursement) or working in the office with one- to three-people.