



## Office Manager Job Description

**Title and Status:** Office Manager – Full-time, 37.5 hours per week, includes benefits

**Hiring Range:** \$50,000-\$60,000 per year depending on experience

**Prepared Date:** November 24, 2025

**Mission:** We work in partnership to advocate for and support the health of our community.

**Position Summary:** Join an exciting and growing team as our Office Manager. This position provides coordination and oversight of organizational operations, including the day-to-day management of two office locations, support for marketing and fundraising activities, and administrative and HR support for the leadership team. The role requires strong skills with Microsoft Office and web-based platforms. This position is based in Hot Sulphur Springs and requires travel within Grand County. Detail-oriented self-starters who are proactive and dependable are encouraged to apply.

**To Apply:** Send cover letter and resume to Christine Smith, Strategic Development Director, [cwsmith@gcruralhealth.org](mailto:cwsmith@gcruralhealth.org) or fax 970-725-3478.

**Supervision Received:** Office Manager reports to and receives general direction from the GCRHN Strategic Development Director. Works closely with GCRHN Executive Director and other staff.

**Supervision Exercised:** None.

### Essential Functions:

1. Oversees office operations for effectiveness, efficiency, and responsiveness. Includes:
  - a. Managing office supply and equipment inventory and placing orders as needed.
  - b. Receiving and sorting incoming mail and deliveries and managing outgoing mail.
  - c. Assuming receptionist duties, answering phones, routing calls, taking messages, and completing client intakes and referrals.
  - d. Assisting with office layout planning, office moves, and coordination of maintenance or IT needs.
  - e. Adhering to and developing office policies and procedures, maintaining filing systems, and identifying opportunities for process improvement.
2. Supports financial administration and vendor management. Includes:
  - a. Managing accounts payable and receivable tasks, including preparing expense and deposit vouchers.
  - b. Coordinating vendor communications, scheduling, and contract follow-up.
  - c. Tracking office budget activity and routine expenditures.
  - d. Assisting with documentation and preparation for the annual audit.
  - e. Reconciling and submitting credit card receipts and ensuring timely entry of supporting documentation.

- f. Monitoring and organizing financial records, invoices, and receipts to support accuracy and compliance.
- 3. Supports human resources administration in partnership with the leadership team. Includes:
  - a. Preparing onboarding packets and supporting onboarding activities, including basic IT setup and workstation preparation.
  - b. Updating HR documents each year in alignment with organizational policies and procedures.
  - c. Maintaining training resources and supporting the development of onboarding materials.
- 4. Provides logistical and evaluation support for operations and all lines of service. Includes:
  - a. Arranging and coordinating meetings, preparing materials, taking meeting minutes as assigned, and supporting follow-up, including Board and staff meetings.
  - b. Updating and managing databases to support evaluation, reporting, and data accuracy.
  - c. Conducting research, preparing recommendations, and completing reports as requested.
- 5. Supports organizational marketing and communications in collaboration with the marketing team. Includes:
  - a. Regular content planning and development for social media, print materials, and newsletters.
  - b. Coordinating with consultants and vendors as needed.
  - c. Manages content creation and updates for organizational websites
  - d. Communicating with outside partners to ensure accurate organizational representation.
- 6. Leads administrative and logistical support for fundraising events and maintains contribution database. Includes:
  - a. Managing event timelines, logistics, and task coordination.
  - b. Leading vendor and venue coordination, including contracts and follow-up.
  - c. Communicating with event donors, sponsors, and partners.
  - d. Preparing event materials and supporting event committees and volunteers.
  - e. Maintaining accurate donor and sponsor records.
  - f. Recording and acknowledging revenue and donations and updating contribution database.
- 7. Supports organizational volunteer functions. Includes:
  - a. Coordinating volunteer needs and schedules.
  - b. Tracking volunteer hours and engagement.
  - c. Supporting communication as needed.
- 8. Assures compliance with all aspects of the Network's mission, vision, goals, activities, and budget.
- 9. Leads projects and assignments as requested by the leadership team.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience and Education:**

Bachelor's degree preferred, or a minimum of four years of work experience in office management, human resources administration, or communications and marketing. Experience in health and human services preferred. Bilingual English Spanish skills are ideal.

**Knowledge, Skills & Abilities:**

- Ability to greet and interact with the public and professionals in a positive and professional manner.
- Exceptional attention to detail and strong organizational skills.

- Strong problem-solving and analytical abilities.
- Experience coordinating meetings and events preferred.
- Strong written communication skills to prepare minutes, reports, and other materials.
- Effective verbal communication skills to direct, facilitate, and build relationships.
- Ability to provide objective information, education, and assistance.
- Resourceful and proactive when issues arise.
- Communicates effectively and professionally with staff, clients, partners, donors, and community members.
- Proficient with computer software and hardware provided.
- Skill in Microsoft Office, Google Workspace, internet tools, and social media platforms; experience with databases preferred.
- Ability to establish and maintain effective working relationships with donors, partners, and volunteers.
- Ability to engage respectfully with individuals from diverse backgrounds, experiences, and perspectives.
- Ability to maintain a professional demeanor when navigating challenging situations.
- Knowledge of Grand County healthcare services and organizations preferred.

**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.

While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee frequently uses hands to type, handle materials, and operate office equipment. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and move items 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.

This position operates in a shared office environment with regular interaction with staff, clients, and community partners. Work may involve frequent interruptions and shifting priorities. The employee may be required to work at both organizational office locations and travel within Grand County as needed. The noise level is consistent with a typical office setting.

**Benefits:** Employees of the Grand County Rural Health Network are eligible for a comprehensive benefits program that includes medical insurance, retirement with employer matching, paid vacation, holiday, and sick time, flex hours, the option to work from home up to 30 percent of the time, and other benefits outlined in the employee handbook and orientation materials.

**Trial Period:** New employees participate in a 90 day trial period to ensure the role is a good fit for both the employee and the organization. During this period, employees are not eligible to use vacation time unless it was pre approved at the time of hire, and work from home options are not available. Supervisors will provide feedback and monitor performance during this period. After successful completion of the 90 day trial period, employees become eligible for additional benefits, including the use of accrued paid vacation and the option to work from home up to 30 percent of the time.

**Core Competencies:** The following core competencies are required for this position. Employees are expected to bring these competencies to the role and to continue developing and strengthening them over time through training, feedback, and professional growth.

- **Continuous learning and reflection:** There's always more to know out there, and you're hungry for it. You absorb information from your colleagues, your work, and from keeping up with your field. If

something doesn't make sense, you ask questions until it does, and you apply what you learn in your work. You are not afraid to take risks even though it means that you will make mistakes. And you *WILL* make mistakes. You are reflective about your own practice, and give yourself the grace to make mistakes, name them, and learn from them. With your continuous learning and reflection practice, you grow from your mistakes and make yourself and the organization better for it. This practice is encouraged and supported. When you give yourself grace to make mistakes and strength to learn from it, we give you grace and support your strength.

- **High volume, high efficiency:** We're pretty busy here, and doing your job contributes to making it easy for the entire team to do their jobs. You maintain systems for keeping tasks from slipping through the cracks. You're able to juggle competing demands and prioritize without sacrificing quality. You get back to people in a timely manner and take pride in providing clear, helpful information. If you are unclear of your tasks or how to prioritize, you ask for help in a timely manner and try different tools and feedback during a timely implementation process. You anticipate two to three steps ahead for each task you are working on and move to address them. You anticipate questions and try to answer them before they are asked.
- **Attention to detail:** You aim to leave things better than you found them. As the primary owner of key organizational tools and systems, you notice and fix errors that others might overlook. When mistakes happen (which they will!), you address them quickly and look for ways to prevent similar errors.
- **Initiative and ingenuity:** You leverage resources creatively to solve problems and dive right in to take a concept from idea to implementation. You often consult with others, but you can also propose solutions in the best interest of the people we serve and the organization and get things rolling without much guidance. You provide timely and complete updates to your supervisor and/or team, even when that means there is little movement. By doing this, you illustrate your initiative and ability to work on a high functioning team.
- **Ownership and resilience:** You care deeply about getting results. You gather information, seek input, and drive work forward to the finish line. You think 3 (or 30) steps ahead to develop solutions, anticipate problems, and course-correct when needed. You hold a high bar even when things are hectic and bounce back from setbacks by turning each hurdle into a learning opportunity.