

# Administrative and Programs Assistant

Water Education Colorado  
1600 Downing St. Suite 200  
Denver, CO 80218



Position Type: Part-time, salaried, one-year contract  
Desired Schedule: 20-24 hours per week, spread over 3 days  
Target Start Date: January 2021

## About Water Education Colorado

Water Education Colorado (WEco) is a 501c3 nonprofit organization providing timely and relevant news and publications, tours, workshops, and leadership development programs. We're on a mission to ensure Coloradans are informed on water and equipped to make smart decisions for a sustainable water future.

Since our founding in 2002, we have provided tens of thousands of community members and decision makers with trusted, policy-neutral information and educational programs while also connecting a statewide community of peers, stakeholders and citizens to explore innovative and collaborative solutions for Colorado water.

WEco offers a collaborative, flexible, supportive and rewarding work environment in a great location, currently in Denver's Uptown neighborhood and moving in Nov. 2022 to the new National Western Center SPUR campus. Our small business setting ensures every team member gains a well-rounded nonprofit experience, with the opportunity to grow a diverse skill set while plugging into many different types of projects. Working with WEco's dynamic team, audiences, and broad-based community of supporters provides opportunities to engage within all major river basins in the state and to network with a wide variety of educators, top resource managers, and decision makers.

## Position Summary

The Administrative and Programs Assistant plays an integral role in achieving Water Education Colorado's mission by supporting key educational programs and administrative functions for more than 500 individual and organizational members, 5,500 supporters and Colorado's general public. Primary responsibilities include helping to plan and deliver educational programs and events, including tours, leadership programs, and the annual Sustaining Colorado Watersheds conference, as well as processing and fulfilling orders and membership renewals to ensure the smooth operation of the WEco office.

The ideal candidate possesses strong clerical, logistics and customer service skills.

The position is currently a 20-24-hour per week role, to be negotiated, under a one-year contract, with the opportunity to extend under conditions that will be discussed during the hiring process. This is an opportunity for either a growth-minded individual to gain early experience in the nonprofit sector or a water-related career, with the possibility of advancing to a full-time position with increased managerial responsibility, or for someone seeking an assistant-level role that offers a stimulating array of responsibilities.

The position reports to the Executive Director.

## **Responsibilities**

Provide Administrative Support for Effective Organizational Management

*Support administrative functions related to WEco's membership program, publications distribution, the WEco Board of Trustees, and general office management*

- Prepare, print, assemble and mail member packets and other targeted communications
- Fulfill and mail publications orders
- Manage Board of Trustees meeting scheduling and logistics three times per year
- Attend and take formal meeting minutes at all Board meetings as well as periodic committee meetings
- In coordination with Operations Director, order supplies and process subscription renewals as needed
- Process incoming mail and direct correspondence to appropriate staff

Provide Program Support to Ensure Quality Educational Experiences

*As assigned by the Executive Director, support the planning and delivery of educational programs and events, including tours, leadership programs, and the annual Sustaining Colorado Watersheds conference*

- Assist with program logistics, such as researching and arranging event venues, transportation, hotel reservations, audio/visual needs, and catering
- Assist with program agendas and speaker management, such as collecting and organizing speaker bios, photos and presentations
- Assist with in-office preparation for programs or events, for example by printing and assembling participant binders, handouts and nametags
- Assist with off-site preparation for programs or events, such as shopping for supplies or food and beverage
- Provide periodic assistance with day-of needs at programs and events

## **Required Qualifications**

This position requires a trustworthy, efficient and hard-working team player, who is able to take both instruction and initiative, and is highly detail oriented.

## Education and Previous Experience

- High school diploma or GED required; higher education an added plus
- Prior experience in an office environment performing administrative, office management or executive assistant duties

## Skills, Qualities and Abilities

- Desires to be involved in WEco's mission of providing quality, engaging and equitable educational opportunities focused on water to a diversity of Coloradans statewide
- Proficient with Microsoft and Adobe products including Word, Excel and Acrobat, as well as Google applications
- Demonstrates excellent communications and customer relations skills, both verbal and written
- Possesses superior organizational skills
- Is able to perform detailed work accurately and on time
- Is a proactive, self-starter while understanding when to ask questions and request help
- Is punctual, trustworthy and reliable
- Works efficiently and effectively both independently and in a team with minimal day-to-day supervision
- Available for intra-state travel, including some weeknight and weekend activities
- Valid driver's license preferable but not required

## Physical Requirements

Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to lift and carry boxes up to 40 pounds. Field programs may require the transportation of equipment and supplies. Must be able to read, write and communicate fluently in English. Spanish fluency would be an added plus.

## Compensation and Accountability

This is a part-time hourly position and does not include health or retirement benefits. Hourly pay will be in the range of \$18-20, commensurate with background and experience. Some paid time off and holiday pay is included. The position will be hired with a one-year contract and the possibility to extend. Growth opportunities also available depending on performance. The position may require some travel, overnight and weekend activities, though most duties will be performed during regular business hours. Travel is compensated. Some telecommuting is allowed, however the majority of hours are expected to be performed on a regular schedule in the WEco office at 1600 N Downing St. Suite 200, Denver, CO 80218. The position currently reports to the Executive Director.

## Equal Opportunity

Water Education Colorado is dedicated to the principles of equal employment opportunity. WEco prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

In addition, WEco will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to WEco or cause a direct threat to health or safety. WEco will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on WEco. WEco will make reasonable accommodation to otherwise qualified employees due to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth absent undue hardship.

### **To Apply**

Email a cover letter and resume to [jobs@wateredco.org](mailto:jobs@wateredco.org) and include "Administrative and Programs Assistant" in the email subject line.

In the cover letter, please address the following 3 questions:

- 1) Why do you want to work with Water Education Colorado?
- 2) What makes you uniquely qualified for this job?
- 3) Where do you see yourself in 5 years and how will this help you get there?

No calls or drop-ins, please.

Applications will be accepted until the position is filled.