



Administrative Assistant
Position Description
February 2010

The Colorado Consumer Health Initiative (CCHI) is a member-based nonprofit, nonpartisan organization dedicated to ensuring barrier-free access to quality, affordable healthcare for all Coloradans. CCHI brings together a unified statewide voice for healthcare reform, engaging, educating, and empowering consumers and advocacy organizations improve the healthcare system. CCHI pursues changes in healthcare policy through advocacy, legislation, outreach, education, and organizing with consumers, partners, and allies throughout Colorado.

Job Title: Administrative Assistant
Hours: Full-Time 40 hours/week
FLSA Status: non-exempt

Position Purpose: As a member of CCH's *Operations Team*, provide administrative, facilities, development, and program support to ensure smooth organizational operations.

Position Responsibilities

Administrative Support

- o Assist with preparation of meeting materials for staff and board
 - o Sort and distribute incoming mail
 - o Maintain vendor relations and resolve billing/service issues
 - o Assist in processing checks, deposits and invoices
 - o Help prepare for annual audit
 - o Provide support with financial data entry including payables
 - o Reconcile and track credit card use
 - o Monitor and order office supplies
 - o Supervise maintenance and operation of all office equipment
 - o Maintain staff time tracking records
- Assist with timely filing of nonprofit documents

Program Support

- o Support program and development staff through research, making copies, preparing mailings and documents
 - o Assist with logistical arrangements for meetings, internal and external events
- Support for specific projects as needed

Development Support

- o Assist with fundraising and community events
 - o Provide assistance with donor relations, included tracking and processing donations
 - o Maintain tracking of grant measurables
- Assist with donor newsletters and appeals

Networking and Media Support

- o Keep CCHI website current and operating smoothly
 - o Maintain hosting, email, and back-up services
 - o Edit content for website from CCHI staff
 - o Maintain archive of CCHI media presence
 - o Assist with maintenance and content for social networks (facebook, youtube, twitter)
- Help keep online database updated and clean

Qualifications

Required

- Ability to implement and maintain organizational systems
- Ability to prioritize and handle multiple tasks efficiently
- Excellent computer skills, including Microsoft Office
- Very organized, accurate and detail oriented
- Comfortable in a small, fast-paced environment
- Alignment with and commitment to CCHI's mission and values

Preferred

- o High school or GED required, associates degree preferred
 - o Minimum two years administrative or office experience
 - o Familiarity with nonprofit advocacy organizations
 - o Able to work independently with minimal supervision
 - o Very strong written and verbal skills
- Familiarity with websites and online communications

Compensation and Benefits

The Administrative Assistant is a full-time, exempt position. Salary range is \$28,000 – \$32,000 depending on qualifications and experience. CCHI provides full benefits (health, dental, disability) and a competitive leave package.

Equal Employment Opportunity Statement

CCHI is an Equal Employment Opportunity/Affirmative Action employer and is working to expand the communities we serve and represent. We strongly encourage applicants from communities, constituencies, and identities that are under-represented in healthcare advocacy, including but not limited to: people of color, people with disabilities, low-income people and LGBT people.

To Apply

Submit a resume and cover letter to:

CCHI Search Committee – Administrative Assistant
 1536 Wynkoop Street #101
 Denver, CO 80202

dede@cohealthinitiative.org

Please mail or email only, no faxes.

This position will remain open until filled; initial review of applications will begin on March 15, 2010. For further information about CCHI, please visit our website at www.cohealthinitiative.org