



## **Office Administrative Assistant – SOS Outreach**

**Job Title:** Office Administrative Assistant

**Job Site:** Edwards, CO

**Reports to:** Office Coordinator

**Employment Term:** Part-Time, Hourly (15-20 hours/week)

### **Organizational Overview:**

SOS Outreach, founded and headquartered in Colorado's Vail Valley, is a national youth development nonprofit utilizing outdoor experiential learning to inspire positive decision making for healthy and successful lives. Every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. SOS mentors help students define and practice these core values as they provide a consistent adult presence for students who may not otherwise have a positive role model in their lives. The program targets youth from underserved backgrounds or communities. SOS offers a multi-year, progressive curriculum beginning with a five-day introductory program, continuing with the four-year mentor-led curriculum and culminating when students return to SOS in a junior mentor capacity. Throughout the curriculum, SOS students focus on outdoor activities, character development, service learning, values-based leadership training and community engagement.

### **Key Responsibilities:**

This position supports SOS Outreach operations by maintaining office systems for all 15 program locations across 9 states and is directly responsible for overall office management, reception duties, administrative functions of the Eagle County office as directed by the Office Coordinator. This position will provide administrative and system level support across the organization with the goal of creating sustainability for the organization. This is a part-time position (no more than 20 hours/week) with an ability to work flexible hours.

### **Organization Management:**

- Report to the office coordinator to complete projects that expand the organization's operating capacity including the maintenance and management of the following systems:
  - Dropbox file management, G Drive management, participant database management system CiviCore, email hosting, computer hardware within offices, and management of pro deals and staffing postings across online platforms.
- Complete projects that ensure ongoing regional programmatic excellence, successful inventory distribution, and consistent quality of program implementation.
  - Denver warehouse inventory management
  - Shipping gear across locations through warehouse's online system
  - Delivering donated gear to warehouse
- Answer and field general organization emails and phone calls.
- Assures all in-kind donation files and inventory records are properly maintained.
- Provide technical support to agency staff as needed.

### **Office Coordination:**

- Oversee business aspects of the organization including: phone systems, technology systems, printing and reproduction, and stocking of communal office supplies.
- Support Eagle County office management through purchase of supplies, mail related functions and deliveries, errands and office coordination.
- Maintain and coordinate maintenance on SOS' vehicles.

- Provide technical support for teleconferences for board and staff meetings and provide accurate minutes or notes as requested.

**Other Job Duties:**

- Event/Fundraiser support.
- Miscellaneous duties as assigned.

**Knowledge, Skills and Abilities:**

The ideal candidate should be organized, a self-starter, a strong communicator, and able to effectively manage varied tasks.

Candidates should have a foundation in the following:

- Strength in managing multiple projects to ensure work is completed in a timely and productive manner.
- Ability to communicate and organize effectively.
- Experience with basic information technology and database management.
- Proficiency with Microsoft Office Suite, especially Excel, Outlook and Word.
- Dedication and support for positive youth development.
- Ability to represent SOS Outreach in a professional manner.
- Bi-lingual Spanish is useful but not required.
- Valid Driver's License required.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

**Compensation.**

This position is a part-time, hourly paid position based in the SOS headquarters office in Edwards, CO. Hourly pay range is \$17-20/hour dependent on experience. Anticipated weekly hours 15-20 hours/week. The position is structured around a Monday to Friday work schedule, with some evening and weekend commitments.

**How to Apply**

Please send your interest to [sos@sosoutreach.org](mailto:sos@sosoutreach.org).

SOS Outreach is an Equal Opportunity Employer.