



Executive Assistant

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations, and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state, and national level to develop and implement powerful programs, policies, and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

Role: The Executive Assistant provides support to the Executive Director and, as capacity allows, the Executive Team. In this role, the Executive Assistant will coordinate a wide range of responsibilities associated with the Executive Director's calendar, travel, correspondence, reports, and presentations. This position will handle details of a confidential and critical nature and must function efficiently and effectively in a primarily remote, mission-driven environment.

Specific Duties Include:

Provide administrative support and coordination for the Executive Director and, as capacity allows, the Executive Team, including:

- Manage calendars and scheduling (internal and external)
- Review incoming correspondence, prioritizing, and drafting replies
- Draft outgoing correspondence as requested (internal and external)
- Make travel arrangements and preparing expense reports
- Manage Executive purchases, including purchase orders, coding, receipts

Coordinate Board of Directors meetings and logistics, including:

- Attend all Board of Directors committees, meetings, and retreats
- Manage logistics - support agenda creation, ensure timely board correspondence, manage technology, coordinate location and food if appropriate, take minutes (as needed), and capture follow up items

- Schedule meetings between the Executive Director and Board Members

Support document organization, processes for staff to receive executive approval when needed, execution of documents, creation of reports, presentations, and speaking engagements (including events and conferences).

Manage projects as assigned, including leading design, planning, and execution of activities and tactics.

Identify, engage, and oversee relationships with external consultants, as needed.

Other duties as assigned.

Experience, Skills, & Qualifications:

- At least 3 years of administrative or project management experience
- Commitment to Illuminate's mission, vision, values, and foundations
- Strong attention to detail, superior task management and organizational skills
 - Proven ability to develop and manage systems and processes, as well as organize and prioritize multiple complex projects and tasks
- Excellent written and oral communications skills - must be able to communicate and represent information for executive level consideration internally, externally, and with Board leadership
- Capable of exercising the highest level of discretion on both internal and external confidential matters
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs
- Proficiency or ability to become proficient in Microsoft Office (Word, Excel, Powerpoint); Google Workspace (Drive, Docs, Sheets, Slides); Adobe Acrobat; DocuSign; Zoom; SmartSheet; Monday.com; and other platforms as needed

Compensation & Schedule:

Flexible part-time or full-time, salaried, exempt position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience and schedule in the range of \$25,000 - \$60,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K and Life Insurance benefits. In addition, Illuminate Colorado has a generous paid time off policy and offers both flexible scheduling and remote work. If part time, this position will be eligible for benefits at a prorated amount. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

To Apply:

Please submit a cover letter, resume, writing sample, and three references via email with "Executive Assistant" in the subject line to hire@illuminatecolorado.org.

Application Deadline:

Wednesday, October, 4th, at 12pm

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.