

# Administrative and Programs Assistant

Water Education Colorado  
4777 National Western Drive  
Denver, CO 80216



**Position Type:** Part-Time, Salaried, Exempt

**Target Start Date:** December 2024 - January 2025

**Application Deadline:** Applications open until position filled, but preference will be given to applicants submitting by November 08, 2024

## About Water Education Colorado

Water Education Colorado (WEco) is a 501(c)3 nonprofit organization providing policy-neutral news and informational resources, engaging learning experiences, and empowering leadership programs focused on Colorado's most critical natural resource: water. Since 2002, we have been working statewide to ensure Coloradans are knowledgeable about key water issues and equipped to make decisions that guide our state to a sustainable water future. We have a trusted reputation in and outside of the water sector, and are widely considered the leading organization for informing and engaging Coloradans on water.

Our programs target a range of audiences in service of our mission, including lawmakers and other decision makers, water sector professionals, business leaders, students, educators, and interested community members. We publish *Headwaters* magazine and the Community Guide series, offer the annual Water Fluency and Water Leaders programs, convene and support the Water Educator Network, provide a variety of tours, workshops, webinars and outreach events, and co-host the annual Sustaining Colorado Watersheds conference, among other activities. We collaborate with partner entities around the state to accomplish our programs and strategic goals. Increasingly, we are working to reach underserved audiences across the state with a focus on equity and inclusion.

We offer a collaborative, flexible, supportive and rewarding work environment in a great location at the new CSU SPUR campus at the National Western Center in north Denver. 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 membership program administration, office management, database management, program support, and administrative support to the WEco Board of Trustees.

The ideal candidate possesses strong clerical, logistics and customer service skills. This is an opportunity for 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 Operations Manager.

## Responsibilities

## Provide Key Administrative Functions for Effective Organizational Management

*Fulfill administrative functions related to WEco's membership program, publications distribution, and general office management*

- Fulfill and mail publications orders from the WEco online store
- Assists the Operations Manager in pulling & preparing data to execute membership renewal notices, including both email and print notices
- Supports the Operations Manager in pulling & preparing data to execute member thank-you mailings, including new member packets
- In partnership with the Membership and Development Manager, this person will pull & prepare data for periodic mailing lists as directed for distributing print materials, including Headwaters magazine (3x/year), membership and donation campaigns and annual gala invitations.
- Provides support coordinating mail merge, print and assembly functions to accomplish mailings when done in-house.
- In coordination with the Membership and Development Manager, update and send system emails inviting audience members to join as members.
  - Following mailing of each issue of Headwaters magazine, alerting everyone either added to or dropped from list, and inviting them to become a member
  - Following the addition of new contacts from tabling or other events, alerting them that they have been added to WEco's email lists and inviting them to become a member
- In coordination with Operations Manager, support office management functions including ordering supplies as needed, organizing the shared work room, and managing the phone system
- Process incoming mail and direct correspondence to appropriate staff

Assists all staff for effective Database Management to ensuring Data Integrity and Up-to-Date Records

- Keep all contact records up to date and clean and merge duplicate records
- Update Event Registration status for attendees of programs
- Add new contacts from tabling and other events and add to email lists
- Solicit and enter all Volunteer activity following the conclusion of any WEco program or activity where Volunteers provided support
- Keep up to date records of key target audiences, including Key Partners, Elected Officials, Basin Roundtable Members as elections are held and membership changes
- Proactively seek out updated contact information for bounced emails
- Monitor email signups from the website and delete phishing/spam signups
- In coordination with the Membership and Development Manager, you will be responsible for updating membership records including inputting membership renewals, removing Headwaters subscriptions from expired memberships, and adding and/or updating subscriptions for new and renewing memberships
- Support the Operations Manager with importing contribution data from fundraisers, including the annual gala and donation campaigns

Provide Program Support to Ensure Quality Educational Experiences

*Support the preparation and delivery of educational programs and events, including tours, leadership programs, and the annual Sustaining Colorado Watersheds conference*

- Assist the Director of Programs with program logistics, including researching and arranging event venues, transportation, hotel reservations, audio/visual needs, and catering
- Assist with program registration, such as setting up registration in CiviCRM, assisting participants with registration, and preparing and printing registration lists.

- 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

Provide Administrative Support for the WEco Board of Trustees

*Support administrative functions related to WEco's Board of Trustees, including data management and board meeting logistics*

- 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
- Keep Board member data and records up to date in the database, shared Board documents, and other public-facing documents, such as organizational letterhead and the website
- Support the Executive Director with all necessary logistics for Board Meetings planning, during and follow-ups, respectively

## 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
- Past database management highly desirable

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. Experience with CiviCRM a plus
- 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 week night 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. Events supported by this position may require the transportation of equipment and supplies. Must be able to occasionally lift up to 25 to 40 pounds, for moving or transporting program materials and other needs. Must be able to read, write and communicate fluently in English. Spanish fluency is an added plus.

## Compensation and Accountability

This is a part-time 30 hours per week salaried, exempt position with competitive benefits, including generous vacation and health leave; 11 paid holidays plus an employee's birthday; and 4% employer contributions to a retirement plan. This position does not include participation in the employer health plan. The salary range for this position is \$34,000-\$36,000, commensurate with background and experience.

Following an introductory training period, we offer a hybrid work environment facilitating both remote and in-office opportunities with flex time, to be determined as employment progresses. The WEco office is located in The Shop, an historic building on the CSU Spur campus at 4777 National Western Drive, Denver, CO 80216.

## 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.

## To Apply

Email a cover letter and résumé 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.

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