



THE
COLORADO
EDUCATION
INITIATIVE

**Position Announcement
Office Assistant**

The Colorado Education Initiative (CEI) is seeking an Office Assistant to support and facilitate the daily operations of the organization. The Office Assistant will support members of the Leadership Team in various capacities and will provide administrative support to assigned directors and their initiative work. This role will also be responsible for providing front desk coverage and logistical support for numerous meetings and events. This position will report directly to the Office Manager.

The Colorado Education Initiative

CEI is an independent non-profit organization working in partnership with the Colorado Department of Education and public education stakeholders to accelerate bold improvement in student achievement through innovation, collaboration, and capacity building. CEI believes that increased student achievement for all Colorado students requires effective leaders in every school, effective educators in every classroom, and healthy and engaged students who come to school ready to learn. Our mission is to catalyze bold, comprehensive improvement in Colorado public education to ensure that all students graduate college and career-ready.

The Colorado Education Initiative is a 501(c)(3) nonprofit, governed by an independent board of trustees that develops initiatives to support the Colorado Department of Education's work.

Responsibilities

- Maintain a daily presence at the front desk/reception area.
- Schedule meetings and manage calendars for assigned members of the Leadership Team.
- Provide administrative support to assigned directors.
- Manage conference room calendars.
- Answer phones at the front desk.
- Provide general administrative support for the organization. This can include drafting letters, e-mails, and ordering supplies.
- Organize, file, and make copies for meetings and events, as needed.
- Conduct Internet research.
- Prepare meeting and event materials such as agendas, name tags, signage, and hand-outs.
- Provide logistical support for meetings and other special events for designated initiative areas. This can include attending such events to provide on-site support.
- Other duties, as assigned.

Qualifications

- Excellent organizational and communication skills, both verbal and written.
- Demonstrated ability to handle multiple priorities and deadlines.
- Excellent customer service skills.
- Demonstrated ability to problem-solve and make decisions independently.
- Ability to work as part of a team.
- Comfort working in a fast-paced environment.
- Willingness to work a flexible schedule and additional hours when needed.
- Strong knowledge of Microsoft Office suite required, particularly Outlook, Word, PowerPoint, and Excel.
- Familiarity with Microsoft Visio and Mindjet, a plus.

Desired Personal Traits

- Passion for the mission of The Colorado Education Initiative.
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively.
- Energetic, hard-working, and a team player.
- Highly organized and detail-oriented.
- Self-starter
- Positive, enthusiastic, able to portray a professional image when representing The Colorado Education Initiative, both internally and externally.
- Ability to work under time pressures with multiple priorities while able to meet deadlines with accuracy.
- Discretion with confidential information.

Education

- Bachelor's degree or an equivalent combination of education and experience
- Minimum two years of experience working in a collaborative office environment

Compensation

- Full-time position
- Salary commensurate with experience
- Competitive benefits package available

To Apply

Please send a resume and cover letter to jobs@coloradoedinitiative.org. Applicants should indicate the position in the subject line of the email. The position will be filled as soon as a qualified candidate is identified. No phone calls, please.

The Colorado Education Initiative is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.