



Seeking Administrative Assistant

September 2014

About SVP Boulder County

[Social Venture Partners Boulder County, Inc.](#) (SVP) believes strong nonprofits deliver better results. So we go beyond traditional philanthropy, working side-by-side with givers, nonprofits, and cross-sector leadership to strengthen people and organizations. SVP envisions all people in Boulder County working together to solve community problems creatively and effectively. To make a deep and sustainable positive impact on our Boulder County community, SVP values engaging and learning, leveraging and strengthening, connecting and collaborating, inclusivity and respect, and taking risks and growing. These values are considered during hiring.

SVP is currently looking for a part-time Administrative Assistant to join our small, but growing, team.

The Administrative Assistant is responsible for providing administrative and clerical services to both programs and operations in order to further the mission of SVP. The position is classified as Exempt, Regular Part-time at 24 hour per week and is supervised by the Executive Director.

Specific Job Responsibilities Include

Program Support (18 hours/week)

The Administrative Assistant will be responsible for supporting SVP programs such as nonprofit investment decision-making, Partner (member) development, educational workshops, mentoring programs, and more. These responsibilities will include such activities as:

- Conducting research on best practices,
- Drafting processes and procedures in concert with staff and volunteer leadership,
- Processing applications,
- Making meeting arrangements and setting up event logistics,
- Maintaining an intranet site and distributing materials,
- Managing registration systems,
- Collecting and documenting information,
- Maintaining relationships with stakeholders, and
- Completing other duties, as assigned.

Operational Support (6 hours/week)

- Ensures the organization's proper adherence to local, state, and federal requirements;
- Maintains vendor relationships;
- Maintains Salesforce database;
- Supports bookkeeping functions;
- Ensures operation of equipment and maintains supplies inventory;
- Fields telephone calls and general email inquiries; and
- Completes other duties, as assigned.

Qualifications

The successful candidate will have:

- An undergraduate degree and two years or more experience in a professional environment,
- Excellent written and oral communication skills and superb organizational skills,
- The ability to work four or five days a week with occasional morning or evening events,
- Ability to respond quickly when necessary and to work in a fast-paced environment,
- Computer proficiency and confidence with Microsoft and Google software,
- A unique perspective to share that will strengthen SVP's work,
- A willingness to work collaboratively and grow as part of a team of partners and constituents from diverse backgrounds,
- Confidence in working with highly successful individuals and major donors, and
- A demonstrated passion for bettering Boulder County

Pay Scale & Benefits

- 24 hours per week / .6 FTE
- Pay scale is \$18,000 to \$19,200 for 24 hours/week (*Pro-rated from a full-time pay scale of \$30,000 to \$32,000*)
- Benefits to include:
 - 401k retirement contribution
 - Additional salary consideration for personal maintenance of health care insurance
 - 17 Paid-Time-Off days in the first year
 - Nine paid holidays
 - Transportation support

Please send cover letter, résumé and a list of three references to admin@svpbouldercounty.org by October 17, 2014. No phone calls, please. Cover letter should speak to your interest in SVP and at least one opportunity you see for the organization. Only short-listed candidates will be contacted. SVP is an equal opportunity employer, an independent 501(c)3 and a member of the global SVP Network of 34 organizations.