



Position: Executive and Operations Assistant
Reports to: Executive Director
Status: Full-time, non-exempt
Schedule: Monday – Friday, 32 hours per week, hybrid in-office/remote

Job Purpose:

The Executive and Operations Assistant plays a crucial role in providing comprehensive administrative support to the executive director, aiding in operational troubleshooting and coordination, and assisting the Director of Finance and Operations with various tasks. Additionally, they actively contribute to organizational initiatives and activities.

The ideal candidate embodies strong organizational skills, meticulous attention to detail, and the ability to juggle multiple responsibilities with minimal oversight. They demonstrate utmost discretion and confidentiality when operating within sensitive environments. Moreover, they excel in managing relationships with multiple stakeholders effectively, adeptly navigating the dynamics of supporting various leaders within the organization.

Knowledge, Skills & Abilities:

- Gifted with a passion for details and tech-savvy, with mastery-level skills in Microsoft Office products.
- Good listener, problem-solver, confidant, and trusted advisor.
- Committed to advancing The Blue Bench's mission and challenging systems of sexual violence.
- Able to navigate and resolve conflict in a manner that values and respects relationships.
- Commitment to advancing racial and other forms of equity, both internally and externally.

Essential Duties & Responsibilities:

Administrative Support (70%):

- Serve as frontline support to the ED, including calendar management, meeting requests, expense and credit card reconciliation, event and speaking requests, and administrative tasks focused on maximizing the ED's time.
- Acts as the administrative point of contact between ED and internal/external demands.
- Serves as the administrative coordinator for the board of directors, scheduling meetings, tracking attendance, quorum, and participation, attending board meetings and taking minutes, supporting board member needs related to their role.
- Provide additional executive support as requested to the ED, board of directors, and the leadership team.
- Support the Board of Directors and assist in onboarding new Board members to support the mission of TBB.

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- Take minutes at Board Meetings and ensure accurate documentation of discussions and decisions.]
- Provide additional operational administrative tasks as requested. May support other team leads as capacity allows

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Finance, HR, and Office Support (15%):

- Ensure the office is fully stocked with supplies and materials
- Maintain the integrity of physical spaces, ensuring comfort for clients and guests
- Process mail and deposits weekly
- Provide assistance with HR duties including job postings, hiring, and terminations.

Life of the Organization (15%):

- Fully participate in organizational activities including staff meetings and learning times
- Serve as a member of the Operations Team, with a collaborative approach to problem-solving.

Ideal Qualifications:

- Experience providing administrative assistance, supporting an executive director or other leadership positions.
- Experience supporting a nonprofit board of directors
- Experience working at a nonprofit organization (preferred, not required.)
- Strong writing, communication, and interpersonal skills.
- Ability to work in a fast-paced, collaborative environment.
- Discreet with the ability to hold confidence and protect sensitive information.
- Must have reliable transportation, a current driver's license, and auto insurance.

Compensation:

This is a full-time (32/hours per week), non-exempt position at a rate of \$21.00 - \$23.00 per hour, with a differential for fully bilingual, Spanish speaking individuals.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ+ candidates are strongly encouraged to apply.

Benefits:

The Blue Bench offers a comprehensive benefits package including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options.

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We also offer generous paid time off that includes a summer break in July, a winter break at the end of the year, 9 paid holidays, 2 floating holidays, 12 PTO days, and 12 wellness days. This position is eligible for a hybrid in-office/remote work schedule.

How to Apply:

Candidates should submit a resume, cover letter, and three professional references to jobs@thebluebench.org. Please include "Executive and Operations Assistant" in the email subject.

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