



**Position Title: Office & Administrative Assistant**

**Reports To: Manager of Office Administration**

**Location: Denver, CO**

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Connect for Health Colorado is a new health insurance marketplace and support network for individuals, families and small employers in Colorado. We provide high quality customer assistance by phone and in person and exclusive access to new federal financial assistance, based on income, to reduce the cost of health insurance. We are a non-profit entity established by a 2011 state law and our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

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**Position Summary:**

The Office & Administrative Assistant is an integral part of the office and administrative team, assisting with the management of the day-to-day office operations including but not limited to: presenting a professional front-office appearance, conducting facility maintenance, stocking office and kitchen supplies and overseeing the common office areas. Additionally, this team member will perform administrative functions directly supporting the Board of Directors as well as C-Level executives. This role will also support other areas of the organization with administrative tasks.

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**The Office and Administration Assistant's Responsibilities:**

- Offer administrative support with the production of materials and other information dissemination activities that may include proofreading, photocopying and coordination of outside vendors
- Provide general office maintenance duties, including mail distribution, shipping and furniture moving and assembly
- Assistant the Manager of Office and Administration with the Board of Directors
- Greet visitors and route voicemail messages from the main phone line
- Assist with multiple calendars, scheduling, expenses and other administrative tasks
- Assist with managing several conference rooms and meeting set up
- Help to manage the internal Events Committee, including the organization and execution of monthly events
- Security system door access and building access badging coordination
- Coordinate logistics and provide support for meetings and events including securing sites, webinar/phone set-up, audio & visual set up, development of agendas and meeting materials
- Maintain cleanliness of common areas including, but not limited to, the lobby and kitchen
- Order office, kitchen and printer supplies
- Assist with catering for meetings as needed
- Creation of presentations in PowerPoint and Word as requested
- Maintain organization of files and folders as needed
- Help maintain office furniture and equipment including purchasing, verification and inventory documentation

- Assist with office moves to include, when needed, coordination with contractors, painters, electricians, furniture & equipment, movers

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**Position Requirements:**

- Minimum of 3 years previous work experience in an administrative capacity in a professional office setting
- Associate's degree in a business related field preferred
- Friendly and welcoming
- Highly organized and responsive
- Proficiency working with Microsoft products
- Experience with Microsoft Access is a plus
- Ability to multi-task
- Experience in a fast paced environment
- Cooperative and willing to help where needed
- Excellent communications skills both verbal & written

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**Work Environment:**

- Typical office setting; the Connect for Health Colorado office is in the Cherry Creek area of Denver, near the intersection of Colorado Blvd. and Cherry Creek Drive North
- Work schedule may include some non-traditional hours, weekends and evening events.
- Full time position
- On-site during office hours, typically 8am-5pm

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**Compensation:**

Connect for Health Colorado offers a competitive salary and benefits package. Using Connect for Health Colorado's annual benefits allowance, employees may elect from various benefit offerings and tailor a package to best suit their individual needs. Connect for Health Colorado employees are eligible to participate in the organization's 403(b) plan and are additionally provided with paid time off, short and long term disability and life insurance.

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**Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.**

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