



Position Title: Office & Project Administrator

Reports To: Manager of Office Administration

Location: Denver, CO

Connect for Health Colorado is a 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 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.

Position Summary:

The Office & Project Administrator is an integral part of both the office management and IT teams. The coordinator team member will assist in managing the day-to-day office operations; as well as perform administrative functions for the IT Team. This includes the executive support of the CIO. This role will also support the Manager of Office Administration in other areas of the organization with administrative tasks as needed.

The Office & Project Administrator works alongside Project Managers to arrange the logistics of a project; working with team members to create a project timeline, set goals and determine what elements are needed to complete the project. Additionally, the coordinator ensures that each team member has the tools it needs to meet project milestones, creates project schedules that include materials, estimates and manpower needs to be submitted to management, and assists in documenting project phases and creating summary reports for company management

The Office Administration and Administrative Assistant Responsibilities:

- Support the CIO: heavy calendar management, executive organization and management, production of materials and other information dissemination activities.
 - Coordinate logistics and provide support for projects, project meetings and events including securing sites, webinar/phone set-up, audio & visual set up, development of an agenda and materials, as needed
 - Assist with multiple calendars, scheduling, expenses and other administrative tasks for the technology team
 - Greet visitors and route voicemail messages from the main phone line as needed
 - Assist the Manager of Office & Administration as needed
 - Security system door access and building access management – part of the emergency on-call contacts
 - Onboarding/offboarding employees
 - Maintain cleanliness of conference rooms, lobby and kitchen
 - Assist in the Management of office, kitchen and printer supplies
 - Assist in coordination of office events
 - Assist with ordering catering for meetings and events as needed
 - Creation of presentations in PowerPoint and Word as requested
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Position Requirements:

- Minimum of 3 years previous work experience in an administrative and/or project coordinator capacity in a professional office setting
- Bachelor's degree in a business-related field preferred
- Experience with Microsoft Project and/or Visio
- Friendly and welcoming
- Highly organized and responsive
- Proficiency working with Microsoft products
- Experience in a fast-paced environment
- Cooperative and willing to help where needed
- Excellent communications skills both verbal & written

Work Environment:

- Typical office setting; the Connect for Health Colorado office is in the DTC area of Denver, near the intersection of I-25 & I-225
- Work schedule may include some non-traditional hours, weekends and evening events.
- Full time position
- Typical office hours are 8am-5pm Monday thru Friday

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.

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.
