



**EMERGENCY FAMILY ASSISTANCE ASSOCIATION
JOB DESCRIPTION**

Job Title:	Operations Assistant
Hours of Work:	40 hours per week. This person will typically work onsite at EFAA offices within the hours of 8:30 - 5:00 with some flexibility as determined by the supervisor and employee. Some evening/weekend work may be required. Regular and timely attendance is an essential function of this job.
Work Location:	1575 Yarmouth Ave, Boulder, CO
Reports to:	Operations Director

About EFAA

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

Position Summary

Provide broad range of operational support to core EFAA business functions. Areas of responsibility include facility management support, property management support, office equipment and supplies, and IT and telecommunications. In addition, this position serves as the support staff to the Board of Directors.

Essential Functions

1. Operations assistant

- Under the supervision of the Operations Director, support the purchase of printing materials and other office supplies (stationary, pr info, business cards, etc.) with various EFAA departments
- Inventory and replenish office supplies/materials, paper and cleaning supplies for all EFAA work sites
- Maintain office equipment and train staff in use of copier, phones, postage meter
- Manage the delivery, reception and allocation of office supplies and equipment, including to the central offices and housing sites
- Support inventory, purchasing and replenishment of needed furniture and supplies at housing sites in collaboration with Housing Resource Navigators
- Oversee daily supply and utilization of common spaces (conference rooms, kitchens, bathrooms, etc.)

2. Administrative support

- Participate in EFAA's Staff Appreciation Team (SAT) to provide administrative support to SAT purchases and activities
- Management of the contracting of translation services and reception of translation requests from staff.
- Monitor information@EFAA.org emails and forward to appropriate staff based on content.
- Other administrative projects as assigned by Operations Director.

3. Support to Executive Director/Board of Directors

- Maintain updated Board lists and e-mail directory; update annually at start of new Board year and as needed during year
- Attend Board and Executive Committee meetings; take notes, prepare minutes and distribute
- Maintain new Board member handbook and support Board member on-boarding
- Assist with planning and arrangements for Board retreats, annual staff/Board breakfast
- Maintain corporate records: minutes, correspondence, etc.
- Provide support on special projects as assigned

4. Support to Property Management Team

- Monitoring of maintenance call-in number; logging of maintenance calls into CMMS.
- Support Operations Director in documenting needs identified in the annual inspection of facilities and in developing the annual capital improvement
- Participate in EFAA's Property Management Team, as needed

Skills/Competencies

- Must have high school diploma, some college preferred.
- One to two years' relevant administrative experience.
- Ability to maintain a high degree of confidentiality.
- Strong oral and written communication skills.
- Strong organizational skills
- Ability to work productively in teams
- Ability to communicate and work easily with a wide variety of people.
- Ability to establish priorities in an environment of competing demands.
- Attention to detail and an ability to manage multiple projects a must.
- Requires excellent computer skills in Microsoft 365, especially MS Office and Teams
- Ability to proactively initiate efforts to improve procedures within area of responsibility.
- Experience engaging with and managing volunteers preferred
- Valid drivers' license and reliable vehicle to travel between EFAA housing sites / locations.
- Strong preference for functional Spanish language skills.
- Commitment to EFAA's mission of EFAA and the principals of diversity, equity and inclusion

Working Environment, Physical Activities and Equipment Used:

Physical ability to perform all aspects of the job including standing, sitting, walking, frequent use of stairs, ability to regularly lift up to 30 lbs. Typical office environment. Regularly uses computers for data input and other work.

Employee must take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents; adhere to and practice EFAA Safety Rules.

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The pay range for this position is \$22.00 - \$25.00 per hour. Competitive pay commensurate with education and experience.

Why You Should Apply

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions

- RTD Ecopass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices
- A commitment to professional development and training

How to Apply

Please email your cover letter and resume to resumes@efaa.org with the subject line “Operations Assistant”. The position is open until filled. Applications will be reviewed on a rolling basis.

Non-Discrimination Policy

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy, marital status or any protected class under applicable Federal, State or local laws that is not listed above.