



Executive Assistant and Office Manager  
Non-Exempt, Full-time Position (32-40 hours per week)

[About RMC Health](http://www.rmc.org) ([www.rmc.org](http://www.rmc.org))

We believe that healthy young people are more successful in school and in life. That's why we partner with passionate advocates for the whole child to help them improve their practice. Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

### Overview

The Executive Assistant (EA) and Office Manager provides administrative support to the CEO and senior leadership team along with office management to ensure RMC Health operates effectively and efficiently. The EA also supports general accounting/ bookkeeping and ad hoc projects as deemed necessary by the CEO.

### Key Duties and Responsibilities

- CEO and Senior Leadership Support
  - Prepare RMC Health Board packets; meeting logistics; take notes and prepare meeting minutes.
  - Complete routine correspondence, data entry, and other requests for information.
  - Implement and manage Boardable (Board database)
  - Assist with travel/ accommodations and expense reports
  - Other special projects as assigned.
- Fiscal Support
  - Process accounts receivable monies and receive, prepare, copy, and make bank deposits. Record keeping for audit purposes. Assist with bookkeeping as needed.
  - Prepare purchase orders for recurring expenses and monitor accuracy of charges.
  - Maintain accounts payable files and send payments.



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- Office Wide Support
  - Answer main line and route calls appropriately.
  - General clerical duties such as photocopying, faxing, mail distribution, and filing.
  - Produce and distribute correspondence memos, letters, faxes and forms.
  - Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
  - Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories.
  - Assess and research cost saving opportunities with vendors. Handle vendor negotiations. Lead vendor management.
  - Asset Management: maintain inventory of all electronic equipment; check in and out equipment for trainings.
  - Data entry into Salesforce and other databases.
  - Serve as liaison regarding office facility management.
  - Attend meetings as appropriate.
  
- Promote a sense of team and culture
  - Assist with preparing and delivering team meetings
  - Assist with planning of retreats, holiday parties, culture building activities, etc.

#### Experience, Knowledge, and Skills

- Exceptional customer service and problem-solving skills.
- High level of accuracy, and attention to detail.
- Handle sensitive information in a confidential manner.
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities.
- Must be able to manage multiple projects simultaneously with effective time management.
- Demonstrated working knowledge using MacOS in addition to Microsoft suite, Adobe Design suite, and Google suite.
- Experience with Salesforce preferred.

#### Qualifications



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- Bachelor's degree ideal; however, significant work experience may substitute for a formal degree.
- Experience managing an office and/or providing administrative support to C-suite.

#### Compensation

Pay for this position is commensurate with qualifications and experience with a range of \$22.50-\$27.00/hour. RMC Health offers a competitive compensation and benefits package, including medical, dental, and disability insurance coverage, 401(k) retirement saving plans, and a generous holiday/paid-time-off policy. RMC's office environment is relaxed and a culture of accountability allows for significant workplace flexibility.

#### Location

Location: Denver, CO metro area. Must be able to commute to the Lakewood, CO area on a regular basis; occasional remote work may be available; however, this role has some essential functions that must be performed from our Lakewood office/warehouse location.

#### To apply

Send resume and cover letter to [employment@rmc.org](mailto:employment@rmc.org).

RMC Health is an equal opportunity employer. RMC Health will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant, on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



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