

About Colorado Succeeds

We are the business leaders of Colorado, who have joined forces to make sure the education system works better and smarter for all the people of Colorado. We believe Colorado is the best place to live and work, and we want it to stay that way. This great state can only continue its tradition of excellence when all of our children are educated to their greatest potential, and all of our businesses have the talented and innovative homegrown workforce they need. *Education is the key—it unlocks success for everyone.* It's every child's right, and every business's most precious resource. We believe great schools are good business. We know when Colorado schools improve, everybody wins.

Role & Responsibilities

This position offers the successful candidate an opportunity to support efforts to transform Colorado's education system. The Office Manager serves as a key player, assisting all members of the Colorado Succeeds team.

Qualifications:

- Bachelor/Associates degree or equivalent years of professional experience
- 3+ years of experience in administrative support
- Experience in meeting/calendar coordination, event logistics, and itinerary development
- Management of vendors and project coordination
- Basic accounting skills and knowledge of Quickbooks
- Excellent computer skills including advanced proficiency with Microsoft Office (Excel)
- Excellent written and verbal communication skills
- Excellent organizational and leadership skills, takes ownership over the administrative goals of the organization
- Excellent project management skills, including the ability to develop strategic goals, set metrics for measuring success, and adjust as needed in the fluid, fast-paced environment
- Detail-oriented and able to work with high degree of accuracy

Desired Competencies:

- Passion for Colorado Succeeds' mission and goals
- Highly organized and able to effectively prioritize while working in a fast-paced environment that requires oversight of multiple tasks simultaneously
- A can-do attitude and what-ever-it-takes willingness to achieve goals and support colleagues
- Self-starter with a bias for action who anticipates needs, opportunities, and challenges and proactively address them before being asked
- Results oriented and able to meet aggressive deadlines
- Excellent with response time, timelines and follow-through
- Diplomatic, energetic, hard-working team-player with a demonstrated understanding of how to ensure operations run smoothly for a nonprofit

Compensation and Application:

Full-time position. Salary range: \$40K-\$55K. Competitive benefits package available.

Please send a resume and cover letter to Shannon Nicholas: snicholas@coloradosucceeds.org and indicate the position title in the subject line of the email. The position will be filled as soon as a qualified candidate is identified. No phone calls, please. Colorado Succeeds is an equal opportunity employer, and in all its governance, operations, and services, strictly prohibits discrimination on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity and/or expression, or any other legally protected classes and characteristics. Colorado Succeeds commits to the principles of equal opportunity and places the utmost value on diversity.