



## **Business Operations Manager & Executive Assistant**

**The Youth Initiative of Adams County (ACYI), a local fast-paced, dynamic nonprofit that works to MOBILIZE and support a Partnership of stakeholders, each of whom have agreed to work together to benefit children and youth throughout the community from Cradle through Career, is hiring a Business Operations Manager & Executive Assistant.**

**SUMMARY:** The person holding this position will be responsible for managing ACYI's internal infrastructure, including human resources, finance and general administration, and to provide executive support to ACYI's CEO. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The position will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure, at times, to handle a wide variety of activities and confidential matters with discretion. ACYI is an equal opportunity employer.

**STATUS:** *Full-Time, Exempt; 1 FTE / 40 Hours*

**Reports to:** Chief Executive Officer (CEO)

**Work Location:** ACYI's home office at Adams 12 Five Star Schools (1500 E 128<sup>th</sup> Ave., Thornton) and satellite office at Community Reach Center (1870 W 122nd Ave, Westminster) as well as throughout the ACYI partnership, the Denver Metro area and occasionally outside of Colorado and within the U.S.

### **JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **ADMINISTRATION**

- Supports the development and/or maintenance of policies and procedures
- Oversees electronic and paper filing process and records
- Distributes and processes mail
- Serves as the key contact and office manager, overseeing equipment, supply replenishment, physical storage, technology maintenance, and information technology.

#### **EXECUTIVE SUPPORT**

- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters thoughtfully, expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

# YOUTH INITIATIVE



## OF ADAMS COUNTY

- Serves as a liaison to the Board of Directors, investors, foundation staff, and other key stakeholders.
- Provides general planning and logistical support for meetings, committees, and events including: maintaining membership lists, compiling and organizing materials/packets, taking and disseminating meeting minutes.
- Maintains discretion and confidentiality in relationships with all board members.
- Maintains team calendar and assists in planning staff meetings.
- Completes a broad variety of administrative tasks for the CEO including managing a calendar of appointments.
- Arranges travel plans and itineraries for staff and partners.

### **FINANCES**

- Complete expense reports and processes payroll.
- Oversees accounts receivable and payable process including monthly credit card statements.
- Supports the annual budget development, external audit and Form 990.
- Maintains financial records and work with donor software.

### **HUMAN RESOURCES**

- Works with the CEO to recruit, hire, orient, and train staff.
- Works with CEO during annual benefit enrollment periods and updates staff elections.
- Manages vendor relationships and administration of all employees benefit programs, including health, life/disability, IRA, etc.

### **COMMUNICATION**

- Organizes and coordinates executive outreach and external relations efforts in coordination with the communications team.
- Edits and completes first drafts for written communications to external stakeholders.
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Willing and able to represent ACYI at community and national functions.

### **OTHER**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Creative and enjoy working within a fast paced, entrepreneurial environment that is results-driven.
- Other duties as reasonably assigned by the CEO.

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OF ADAMS COUNTY

**MINIMUM QUALIFICATIONS:**

Post-secondary certification; 2-5 years of experience in nonprofit accounting and human resources, proficiency in Quick Books, MS Office, and Adobe Creative Suite; excellent written communication skills, highly resourceful and outcomes driven team-player, demonstrate high level of customer/client service and response; strong problem solving skills; adaptable to various competing demands, skilled at working in an ever-changing, fast paced, complex environment including mediation skills; passion for and commitment to working for racially diverse partnership

**DESIRED QUALIFICATIONS:**

Experience supporting C-Level executives and knowledge of Adams County.

**COMPENSATION**

ACYI offers competitive salary and benefits, commensurate with experience and skills.

The starting salary range for this position is \$42,000 - \$45,000

**To Apply:**

Submit resume to Becky Hoffman at [beckyhoffman@acyi.org](mailto:beckyhoffman@acyi.org). No calls please.

*To learn more about our work, our impact and our team,  
visit [ACYI.ORG](http://ACYI.ORG)*