



**About RMHC-Denver:** Since 1979, Ronald McDonald House Charities of Denver, Inc. (RMHC-Denver) has offered a loving home away from home to families needing to be near their seriously ill or injured children while they're being treated at metropolitan area hospitals.

Job Title: <b>Executive Administrative Coordinator</b>	Effective Date: <b>09/19/2024</b>
Reports to: <b>VP of Finance and Administration</b>	FLSA Classification: <b>Non-Exempt/Hourly</b>
Position Level: <b>Coordinator</b>	Pay Range: <b>\$26/hr. - \$31/hr.</b>

RMHC-Denver is seeking a highly organized, energetic, and motivated individual to provide high-level administrative support, office management, and project coordination for the executive leadership team.

*To protect the health of the families we serve and our staff, Ronald McDonald House Charities of Denver has a mandatory vaccination (Covid and seasonal influenza) requirement for all employees. Exemptions may be considered.*

### **Job Summary**

The Executive Administrative Coordinator (EAC) delivers high-level administrative support and collaborates closely with the Executive Leadership Team on daily operations and event coordination.

### **Essential Duties, Responsibilities & Functions**

The primary duties and responsibilities of this position are listed below. Responsibilities may be modified based on business needs or regulatory requirements. This position may be assigned additional duties not specifically listed below.

#### **Office Management**

- Support HR Team with special projects and onboarding.
- Facilitate internal office communication.
- Oversee office management, including creating and updating department procedures, ordering supplies, tracking and maintaining inventory, maintaining office equipment usage, mailing and shipping.
- Troubleshoot hardware and technology (IT) issues.
- Act as a liaison with building management and vendors.
- Assist with contracts and maintaining records.
- Coordinate regular staff activities and employee events.
- Arrange catering and logistics for both internal and external staff meetings.
- Coordinate ordering of program supplies and branded items.

#### **Executive Administrative Support:**

- Coordinate and organize in-person and virtual executive and Board meetings including logistics, IT, catering, and venue arrangements.
- Organize and distribute agendas, presentations, and other materials in preparation of meetings.
- Record and distribute meeting minutes.
- Support event planning, logistics, and execution.
- Take on special projects.



- Handle expense reports, receipts, and expenses. Handle all incoming mail and correspondence.
- Oversee calendar and schedule management.
- Prepare spreadsheets.
- Perform additional duties as assigned.

### Education, Experience & Abilities

- An associate's degree or completion of 2 years of college is required and 5 or more years of experience in an administrative or operational role. A bachelor's degree is preferred.
- Mission Minded and Service-oriented with exceptional interpersonal and customer service skills.
- Excellent proofreading, editing, and business writing skills.
- Detail-oriented with excellent time-management skills
- Discrete with sensitive and confidential information.
- Ability to prioritize and carry out multiple tasks with flexibility.
- Ability and desire to work in a team atmosphere.
- Strong organizational skills.
- Ability to handle changing and multiple tasks effectively.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft Outlook, Excel, Word, and PowerPoint.

### Physical Requirements

- Ability to perform physical requirements of an office-based position, including sitting, standing, lifting, and operating office equipment.
- Occasionally required to move about the office with the capability of transporting objects up to 20 lbs.

This is a full-time, hourly position, with the expectation of working 40 hours per week. The general work schedule will be M-F, to include some evenings and occasional weekends. This position will be based out of our Denver House, with regular travel to our Aurora House. This position is eligible for all full-time benefits, including health, vision, dental, long-term disability, life insurance, an EAP, and a retirement savings benefit (eligible after the waiting period), paid time off, and sick leave.

**How to apply:** Please submit a resume or application to [careers@rmhc-denver.org](mailto:careers@rmhc-denver.org). Position will be open until filled. No phone calls, please.

RMHC-Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RMHC-Denver complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.