

**Job Announcement:
Administrative Assistant**

About Gary Community Investments:

[Gary Community Investments](#), which includes The Piton Foundation, invests in for-profit and philanthropic solutions for Colorado's low-income children and their families. We believe that business and philanthropy can—and should—work together to create opportunities for those who need it most. Gary Community Investments (GCI) is committed to investing in quality early childhood and youth development systems, expanding sustainable economic opportunities, and developing and supporting programs that create healthy family and community environments.

By aligning all of our assets with our mission, we make creative investments that not only yield a financial return, but can also improve the lives of Colorado's children.

Position Summary:

The Administrative Assistant is a full-time position of The Piton Foundation and reports directly to the Manager, Human Resources and Office Services and provides administrative assistance to various department managers and teams.

Essential Duties and Responsibilities:

Duties and responsibilities include, but are not limited to:

- Scheduling of internal and external meetings for the VP, Strategic Assessment, the VP of Communications and other managers as needed using initiative and judgment to navigate competing priorities and time demands
- Provides project management support and/or operational assistance with regard to budget, timeliness and tracking work plans for projects as assigned, including the EITC outreach campaign, Tax Help Colorado and Shift Research Lab programs and program managers
- Assists with implementing and ongoing maintenance of organization-wide CRM (Salesforce) by working closely with teams as well as the Director of Information Technology and VP, Community Investment Administration
- Facilitates and prepares internal and external team meetings as needed to ensure they are efficient and productive, including taking meeting minutes and monitoring action items
- Monitors and reports out the agreed upon Operational Performance Metrics of Shift Research Lab
- Coordinates and assists with events including budget, participation, location and food logistics, volunteers, swag, and invites
- Establishes and manages the Shift Google Drive folder system
- Proactively participates in and helps project manage any team activities as needed
- Provides increased support to Tax Help Colorado program during tax season

Other Duties:

As assigned, including but not limited to coordination and completion of expense reports and timesheets for team members, front desk back-up and support to other administrative support staff as needed

Qualifications:

- Effective organizational and communication skills
- Ability to manage competing priorities
- Ability to thrive in a dynamic, high-performing team environment and work effectively with individuals from diverse backgrounds
- Proactive and creative with ideas to help move processes and projects forward
- Outstanding relationship management skills at all levels
- Exceptional written and oral communication skills. Presentation skills a plus. Ability to communicate data and insights in a structured fashion
- Experience with various project management tools, basic databases and software programs such as Google suite, Microsoft Office suite, and Salesforce
- Eager to learn, have fun, be creative, and have a passion for social change
- Flexible, innovative, self-motivated and able to work effectively independently or as a member of a larger team
- Ability to take initiative and set priorities, innovate, enhance processes, and develop new ideas
- Minimum of three years of professional experience serving as an Administrative Assistant. Bachelor's degree a plus.

Compensation & Benefits:

- Competitive salary; commensurate with experience
- This is a regular, full-time position
- Competitive health benefits package including medical and dental
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply:

- Please complete our Employment Application and submit it along with a cover letter and current résumé to jobs@garycommunity.org by October 6, 2017. No phone calls please.