

## Job Announcement: **Business Support Associate**

### **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.

### **Position Summary:**

We are currently seeking a Business Support Associate to provide general administrative support to the Assistant Manager, HR & Office Services and the Administration Department. This role also provides front desk support and basic IT troubleshooting support to Gary Community Investments.

This is a full-time position based in Denver, Colorado that will report to the Assistant Manager, HR & Office Services.

### **Responsibilities:**

#### *Administrative Support:*

Support the Assistant Manager, HR & Office Services with projects and tasks including: file management, stationery development and ordering, petty cash management, building access cards, data entry, content review and editing, and other duties as required.

#### *Office Services:*

- Greet and announce guests; process calls
- Coordinate internal scheduling of meeting rooms for GCI employees as required
- Manage meeting room utilization by external organizations according to GCI policy, report quarterly on usage
- Disseminate office and facility information to company and organizations sharing office space
- Act as liaison between company and leased space property manager on building and parking issues
- Update Employee Pages (intranet) as needed. Maintain shared documents
- Act as the main facility coordinator for organizations sharing office space
- Must physically be able to lift up to 50lbs and stand for long periods

#### *IT Services:*

- Troubleshoot IT issues. Escalate as needed to external IT helpdesk
- Coordinate projects with external IT consultant

#### *Other Duties:*

- Assist with off-site records management
- Coordinate special events and catering needs

- Perform high level research for special projects, analyze data and develop reports
- Assist with and/or maintain records on a wide variety of additional office services or human resources tasks
- Provide backup for Office & Facility Specialist including shipping packages, meeting room setup, mail sorting & processing, workstation setup, and office supply orders
- Assist with administering and communicating emergency procedures to employees

**Qualifications:**

- Communicates appropriately and effectively with all levels of internal and external contacts
- Outstanding relationship management skills
- Demonstrate solid judgment and discretion in dealing with confidential information and materials
- Strong analytical, organizational, and project management skills
- Ability to manage work demands with interruptions
- Demonstrated ability to manage multiple priorities and competing requests
- Strong internet research skills, resourceful problem-solver
- Detail-oriented with strong initiative and ownership of work, solid judgment and execution skills
- Self-motivated and able to function at a high level of efficiency without supervision
- Advanced experience and proficiency with Microsoft Office Suite, G-Suite for Business, Adobe Acrobat, and corporate phone systems
- Minimum of 3-5 years of administrative, IT support, or related experience
- Strong IT troubleshooting skills and experience highly preferred

**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:**

To apply, please contact Rachel Hartmann at [Rachel@experiencefactor.com](mailto:Rachel@experiencefactor.com).

Gary Community Investments is a proud [Certified B Corporation](#) and [Benefit Corporation](#). The Company is dedicated to the principles of equal employment opportunity and encourages diverse candidates to apply.