



Voices for Children, CASA of Boulder County

**Position:** Office Assistant (Part-Time)

**Location:** 5408 Idylwild Trail, Boulder, CO 80301

**Website:** [www.vfcboulder.org](http://www.vfcboulder.org)

**About the Organization:** Voices for Children (VFC) was established in 1985 as part of the Court Appointed Special Advocate (CASA) movement, which emerged in the late 1970s to provide best-interest advocacy for children who have experienced abuse and neglect in Boulder County. For 40 years, VFC has remained dedicated to providing the community's most vulnerable children with CASA volunteers who ensure their needs are met as they navigate the child welfare system. Our goal is to ensure that every child in Boulder County has a safe and permanent home where they can thrive. In fiscal year 2024, this equated to 259 children being supported by 151 CASA volunteers as some CASAs care for sibling pairs.

**Reports To:** CEO

**Job Description:** We are looking for a part-time Office Assistant to join our team of dedicated professionals. The Office Assistant provides front-line operational and administrative support to Voices for Children's CEO, staff, and volunteers to help achieve our vision of every child in Boulder County having a safe, nurturing environment where they can thrive! This position will work closely with the CEO and contracted vendors and is a fantastic opportunity for an administrative professional who enjoys the challenges of working for a social impact organization on a committed and supportive team!

**Position Status: Part-time, non-exempt (hourly): 30 hours per week.**

### **Areas of Responsibility**

#### **Administrative Operations:**

- Support daily operational activities throughout the organization.
- Acts as the "first impression" individual covering the office and welcoming guests Monday through Friday.
- Coordinates office functions and procedures.
- Assists the CEO in building a positive and inclusive culture while supporting staff, volunteers, and community stakeholders.
- Oversee office resources, coordinate vendors, maintain office equipment.
- Order and maintain inventory of office supplies (including ordering name tags and business cards for new hires).
- Assists staff with all IT concerns with support from the contracted IT company.

- Work with Program Officer to run background checks on all board members and employees, for the organization.
- Maintains accurate vendor files.
- Collect all insurance certificates and support CEO with insurance renewals.
- Assists the CEO with Board of Director meeting preparations monthly.
- Support the CEO and development team as needed.
- Support program teams and development staff with special events and projects.
- Open and distribute incoming mail and prepare routine correspondence as needed.
- Greet clients and volunteers, answer and direct incoming calls and e-mails to appropriate staff.

**Qualifications:**

- Bachelor's degree or equivalent work experience.
- Detail-oriented with strong organizational and multitasking skills.
- Ability to read, comprehend, and professionally develop short correspondences and memos.
- Ability to take initiative in completing assigned projects with minimal supervision.
- Action oriented-enjoys working hard and looks for challenges. Able to act and react as necessary, even if limited information is available.
- Intermediate to advanced computer literacy, particularly Microsoft Office Suite and Google Suite.
- Willingness to take directions and follow instructions. Requires the ability to carry out detailed but uninvolved written or oral instructions.
- Willingly asks questions and implements new and more effective procedures.
- Works collaboratively with others and fosters a positive work environment related to teamwork.
- Effective time management skills. Can handle multiple competing priorities in a fast-paced environment, ensuring timely delivery, monitoring, and documenting progress.
- Excellent oral and written communication skills. Spanish language fluency a plus.
- Willingness and ability to work with a diverse population and ability to maintain confidentiality.
- Exhibits sound and accurate judgment demonstrating accuracy and thoroughness.

**Compensation and benefits:**

- Hourly compensation range between \$20- \$25 commensurate with experience and qualifications. PTO is accrued at the rate of 3.08 hours for every forty (40) hours worked.
- Employer contribution to group health insurance plan.

**How to Apply:**

Complete all application components as described below and email them to [margaret@bouldervfc.org](mailto:margaret@bouldervfc.org) with Part Time Office Assistant in the subject line. No phone inquiries, please. Incomplete applications will not be considered. The anticipated close date will be until the position is filled.

1. Cover letter summarizing your qualifications for this position and how your personal and professional experience would help support our mission.
2. Resume/CV.

3. Three professional references.

All final candidates must undergo a criminal background check prior to hiring in compliance with the Colorado Department of Human Services.

Every child deserves a safe, nurturing environment where they can thrive. Voices for Children recognizes the need to intentionally foster a diverse, equitable, and inclusive environment to strengthen the staff, better serve the community, and remain mission-aligned.

The organization is committed to its three-year strategic plan including clear actions, measurements, and understanding is the basis of a strong plan.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use a computer and phone.

**Travel Requirements:**

Must have reliable transportation in and around Boulder County as needed.

**Supervisory Requirements:**

Nothing in this job specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

**I have read and understand the duties of my position:**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_