

**Job Description:** Executive Assistant

**Location:** Denver, CO

**Classification:** Non-Exempt (Full-time)

**Reports To:** Executive Director, Denver Office

**Salary Range:** \$52,500 - \$60,000 (Commensurate based on experience)

### **ORGANIZATION OVERVIEW:**

Colorado Legal Services (CLS) is Colorado's statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

### **POSITION SUMMARY**

The Executive Assistant is responsible for providing comprehensive, multi-faceted, and strategic support to the Executive Director. This includes working closely with the Executive Director and coordinating meetings, preparing documents, handling confidential matters, communicating with stakeholders, supporting Board committees and projects, managing special projects, preparing materials for audits and reporting, and ensuring compliance with various regulations and guidelines and overseeing general day-to-day operations for the Executive Director's office.

The role's focus will consist of:

- 40% Executive Support to the Executive Director
- 20% Coordinating Colorado Legal Services Board's Activities
- 20% Special Project Management
- 20% Coordinating Legal Services Corporation (LSC) Reports and Requirements.

The Executive Assistant's support enables the Executive Director to efficiently carry out critical tasks in alignment with the organization's mission, vision, and strategic objectives.

### **ESSENTIAL DUTIES:**

- **Executive Support to the Executive Director (40%)**
  - Manage the Executive Director's schedule and calendars, arranging meetings and appointments as needed, with an emphasis on meetings that include external partners.

- Prepare accurate agendas and documents, ensuring clear communication to others.
- Follow up on any questions or concerns raised during meetings in a timely manner.
- Assist the Executive Director with confidential matters, exercising discretion and professionalism.
- Answer calls and messages on behalf of the Executive Director and determining the urgency and appropriate follow-up action.
- Support written communications to clients, donors, funders, partner agencies, etc.
- **Colorado Legal Services Board Coordination (20%)**
  - Schedule meetings of the CLS Board, prepares Board meeting materials, attends Board meetings, and takes minutes at Board meetings.
  - Provide assistance and support to the Executive Director, CLS staff, and the Board as needed for Board committees and projects.
  - Work with individual Board members to address technology needs and respond to inquiries.
  - Contribute to the development and orientation of potential client and attorney Board members.
  - Coordinate agenda items, document signing, and other matters with the Board Chair. Coordinates meetings of Board Committees and works with Committee Chairs and Executive Director to prepare materials for Committee meetings; prepares minutes of Committee meetings.
  - Ensure all Board members complete annual Conflict of Interest Disclosure Statements.
  - Assist in preparing materials for Board review, including new policies, policy revisions, Legal Needs Assessment, etc. These materials will be presented to the Board and distributed to staff, LSC, and other relevant parties.
- **Special Projects Management (20%)**
  - Manage special projects on behalf of the Executive Director and other senior CLS leadership, determining the best approach to assist with project timelines, and overseeing project execution.
  - Evaluate information related to such projects, identify project operational guidelines to ensure compliance with rules or other directives, and design timelines, processes, forms, spreadsheets, and other tools to track data and report on progress, and help ensure project goals and timelines are met.
  - Assist the Executive Director and Controller with preparation of materials for the annual Audit.
  - Ensure completion of annual Conflict of Interest Disclosure Statements by senior leadership.
  - Prepare materials for staff distribution, including annual Financial Eligibility Guidelines and Policies.
- **Coordination of Legal Services Corporation Reports and Requirements (20%)**
  - Work with the Executive Director and senior leadership to coordinate completion of LSC Grant Activity Reports and submission of grants.
  - Coordinate timely reporting to LSC on changes in offices, management, Board Chair, Bylaws, etc.
  - Ensure completion of annual and semi-annual reports, including the PAI Plan, Case Disclosure Reports, and Legislative/Administrative Advocacy Reports.

#### **REQUIRED QUALIFICATIONS:**

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent analytical, written, and verbal communication skills, and ability to maintain confidentiality.



- Strong time-management skills and an ability to organize and coordinate multiple projects at the same time.
- Proficiency with Microsoft office productivity tools, especially Outlook’s calendaring features, and aptitude for learning new software and systems.
- Ability to function well in a high-paced and at times stressful environment.
- Flexible team player willing to work hard and creatively, while adapting and iterating and enjoying the challenge of varied responsibilities.

#### **PREFERRED QUALIFICATIONS:**

- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Some College/Bachelor’s degree from accredited institution.
- Experience overseeing budgets and expenses.
- Experience developing internal processes and filing systems.
- Experience working with vulnerable populations and diverse populations.
- Commitment to the mission Colorado Legal Services’ mission of providing highest quality legal support to low-income people.

#### **COMPENSATION AND BENEFITS:**

We offer a generous benefits plan that includes 100% employee paid health insurance, Vision Service Plan – vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, (EAP) Employee Assistance Program, Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you chose), generous Paid Time-off and 11.5 paid holidays per year. CLS values its employee’s commitment to working hard work for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work schedules, hybrid work arrangements, promotes and fosters a diverse, inclusive, equitable and psychological safe work environment; striving to be a “Best Place to Work” in Colorado.

#### **HOW TO APPLY:**

Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please include “Executive Assistant – Executive Director Office (Denver)” in the subject line.

#### **Our Commitment to Diversity & Inclusion:**

CLS embraces diversity, inclusion, equity, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.