



MENTAL HEALTH COLORADO

EXECUTIVE ASSISTANT Job Announcement

Mental Health Colorado is a nonprofit, nonpartisan organization that works to promote mental health, end stigma and ensure access to treatment of mental health and substance use across the state of Colorado.

We seek an Executive Assistant to support the operational functions of the organization, including all administrative duties for the President & CEO. The Executive Assistant will be responsible for maintaining databases, basic bookkeeping, answering phone calls, and responding to general email inquiries.

The Executive Assistant will also:

- Manage the President & CEO's schedule, cultivate speaking opportunities, and respond to public inquiries and requests
- Provide administrative and logistical support to the Board of Directors and the Board of Advisors
- Prepare and enter check requests for processing
- Oversee employee reimbursement requests and credit card reconciliations
- Maintain vendor/payables files and oversee vendor relations
- Make bank deposits as necessary
- Enter receivables into accounting system
- Process credit card payments
- Other Accounts Payable and Accounts Receivable tasks as assigned
- General journal entries as necessary
- General administrative tasks as necessary

QUALIFICATIONS

- High school diploma required; post-secondary education preferred
- 3+ years' experience in similar position(s)
- Excellent attention to detail
- Excellent internal and external customer service skills
- Strong organizational skills
- Experience with QuickBooks strongly preferred
- Proficiency with MS Office, Office 365, CRM (EveryAction/DonorPerfect/Kindful/etc.) preferred
- Self-starter who thinks creatively and asks questions
- A passion for the cause of mental health

This position is a full time, 40-hour per week, exempt position. The salary range for this position is negotiable based on experience.

Applicants should email a cover letter and resume to dmclaughlin@mentalhealthcolorado.org by August 28, 2019; please use the subject line "Executive Assistant." Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.