

Commuting Solutions

Setting the pace for the northwest metro region.

Part-Time Administrative Assistant

About Commuting Solutions:

Commuting Solutions is a nonprofit organization founded in 1998 whose mission is to connect people to places in the northwest metro region today and for the future.

Position Description:

Commuting Solutions seeks a part-time Administrative Assistant for approximately 15 hours per month. The assistant will provide support and administrative assistance for the office administration, as well as for the Board of Directors.

Essential Position Functions:

- Assist the Executive Director in board administration, including scheduling meetings, preparing meeting minutes, and preparing for board meetings.
- Complete monthly invoices for federal grants, membership invoices, quarterly RTD invoice, etc. Maintain proper records, both electronically and in hard copy files.
- Conduct Accounts Payable and Accounts Receivable functions.
- Assist other staff members with event logistics, sourcing of promotional materials, data entry, as needed.

Qualifications:

Minimum of two years working in an office environment and/or administrative support capacity
Bachelor's degree from an accredited institution preferred or the equivalent work experience
An understanding of federal grant administration and invoicing for grants
Strong writing and oral communication skills required.
Proficiency with Microsoft Office, especially Xcel.
Demonstrated organizational skills, as well as high attention to detail.
Experience handling sensitive and confidential information with discretion.
Skill in developing and maintaining effective work relationships internally and externally.
Ability to work within a collaborative team environment.
Colorado driver's license and access to automobile is required.
Ability to work occasional weekends for special events, is required.

Compensation is based upon experience and education and ranges from \$18-\$20 per hour. Benefits for part-time employees include a commission for new members recruited, volunteer time, and a transportation benefit.

Please submit cover letter and resume to Audrey DeBarros, Executive Director,
audrey@commutingsolutions.org