



Job Title: Program Assistant

Reports To: Vice President of Finance & Administration

FLSA Status: Non-Exempt

Pay Range: \$18-\$20 per hour

Benefits Eligible: Yes

Location: Denver, Colorado

Position: Full time

Summary: LiveWell Colorado is looking for a highly organized Program Assistant to join our team. The Program Assistant will work closely with multiple team members and assist with project and office management, data collection and entry, and overall operational support as well as providing administrative and logistical support for a variety of projects and programs. This is an exciting opportunity for an entry-level professional to both use and develop a wide range of skills while advancing our commitment to removing barriers to healthy eating and active living, particularly for low-income communities and people of color. The position will work in an energizing and meaningful small team environment and play an important support role in an organization that is seen as a national model for improving the health of children and adults.

Essential Responsibilities and Duties:

Program and Data Support

- Provide administrative and logistical support for events, meetings, webinars, symposia, and other convenings for a variety of stakeholders.
- Manage data entry process including collecting data sources from program staff, entering data, and cleaning data about program activities using a Kintone database; support staff use of database and other evaluation tracking mechanisms.
- Assist in maintaining and organizing other LiveWell databases and CRM software (Salesforce, Donor Perfect) to track contacts with LiveWell's networks of partners, supporters, and funders.
- Assist with the processing of financial documents including contracts, expense reports, and invoices.
- Support financial staff in tracking and managing program consultants and contracts as needed.
- Provide administrative and operational support for program team.

Administrative Support

- Coordinate office operations and procedures including information management, filing systems, requisition of supplies, and other support services to maximize team efficiency.
- Assist with staff meeting coordination and logistics as needed.
- Oversee office equipment and purchasing.
- Assist with the scheduling, coordination, and execution of bi-monthly board meetings.
- Support the hiring process by placing job postings and scheduling interviews; assist the Human Resource department with new employee onboarding.
- Assist in tracking processes and serving as a contact with external IT vendor to resolve technology issues; help maintain functionality of office equipment and software systems.
- Serve as a contact for property management and maintenance; manage phone, copier, and other external vendors.
- Administer Microsoft365 system/licensing and assist staff as needed with system use.
- Other duties/responsibilities as assigned.

**Education & Qualifications:**

- High School degree, GED, or equivalent professional and life experience.
- Minimum two years' experience in a fast-paced office environment.
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds.
- Strong attention to detail and organizational skills; ability to multi-task and prioritize work efficiently.
- Excellent communication and interpersonal skills; proactive problem-solving ability.
- Strong technology skills (webinars, online survey and scheduling tools, data entry, etc.) and advanced skills with Microsoft Office (Excel, Outlook, Power Point); familiarity with database tools/CRM systems.
- Basic financial skills.
- Bi-lingual English/Spanish is a plus.

Interested in the position? Please send a cover letter and resume as soon as possible (but no later than February 18th, 2019) to: opportunities@livewellcolorado.org **with the position title and how you learned about the position in the subject line.**

No phone calls please

About LiveWell Colorado

LiveWell Colorado is a statewide nonprofit organization committed to increasing access to healthy eating and active living by removing barriers that inequitably and disproportionately affect low-income communities and people of color. LiveWell focuses its efforts on policy, environment, and constituent engagement to remove barriers and increase access to healthy behaviors. Working with partners in communities across the state, LiveWell aims to ensure that all Coloradans live in environments with equitable access to the nourishing food and physical activity they need to be healthy.

LiveWell Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We aim to promote a culture of inclusiveness, respect, communication and understanding. LiveWell Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.