

## Executive Assistant Position Description

Location: Hybrid in Denver, CO

Schedule: Full-Time, Exempt Position (FTE)

Hiring Salary: \$60,000 - \$70,000 (Compensation based on experience)

Benefits: Employer-paid health, dental and vision insurance, currently through Anthem. FSA option. Retirement plan with employer-contributions, sick/mental health leave, and paid time off.

Hiring Opening Date: Tuesday, July 23, 2024

Hiring Closing Date\*: Monday, August 5, 2024 (*\*Applications will be accepted until the position is filled, but preference will be given to applications submitted by 11:59 p.m. on the listed 'closing date'.*)

### Organizational Overview

Denver Preschool Program (DPP) is a nonprofit organization guided by our vision that every Denver child has equitable access to a strong preschool foundation, so they may thrive in kindergarten and beyond. DPP began in 2006 as a voter-approved sales tax and has a small staff working collaboratively to strengthen and fund early childhood education.

DPP is in the middle of an unprecedented period of change and growth following a successful return to the ballot in November 2023, in which Denver voters reauthorized the program with permanent funding. Following this reauthorization, DPP seeks to grow in ways that create equity, are sustainable, and model the way forward for early childhood supports that transform the lives of families. DPP commits to bold action to help eliminate differences in educational, well-being, and health outcomes as a result of systemic racism, generational poverty, and discrimination through our role in early childhood education.

For DPP, centering its work on equity isn't just a choice; it's a moral imperative. By prioritizing equity, DPP can ensure that every child in Denver has the opportunity to access high-quality preschool education and embark on a path to success. In doing so, DPP paves the way for a brighter, more equitable future for all children in the community. Learn more by reading our [Strategic Plan](#) and browsing our website at [www.dpp.org](http://www.dpp.org).

### Position Purpose

The Executive Assistant will serve as a key support figure to DPP's President & CEO and leadership team. This is a newly created role that will provide comprehensive administrative assistance and must handle confidential information with discretion. The Executive Assistant will play a pivotal role in enhancing the President & CEO's effectiveness by providing complex calendar management, travel planning, and facilitating communication. This role will also serve as a liaison to the Board of Directors by preparing agendas, taking minutes, onboarding new members, coordinating meetings, etc. The majority of the time and effort of this position will be dedicated to supporting the President & CEO and the Board of Directors, but will also support efficient organizational and office operations. This role reports directly to the President & CEO.

## **Essential Job Functions**

### Executive Support (50%)

- Manages the President & CEO's calendar, schedules meetings, and organizes travel arrangements, ensuring efficient use of the President & CEO's time and alignment with organizational priorities
- Ensures the President & CEO is prepared ahead of meetings by delivering necessary agendas, information on key attendees, project updates, etc.
- Helps the President & CEO prioritize tasks and manage their workload effectively, ensuring that critical issues are addressed in a timely manner
- Maintains a high level of confidentiality of all organizational, board, and personnel matters
- Prepares confidential administrative correspondence, memos, and reports
- Greets visitors, screens incoming calls and emails, and responds independently when possible

### Board of Directors Liaison (25%)

- Coordinates Board and Committee meetings including reserving conference rooms, ordering catering, preparing meeting materials, managing audio/video technology during meetings, etc.
- Maintains Board documents such as member appointments, rosters, attendance, handbooks, etc.
- Prepares and distributes information to Board and Committees as requested by President & CEO, Board Chair, and/or staff
- Cultivates positive relationships with Board members, serving as a point of contact for administrative matters and contributing to the member's overall success on the board.

## **Other Job Functions**

### Administrative Assistance (25%)

- Purchases office and kitchen supplies
- Ensures office environment is organized, comfortable, welcoming, and professional
- Maintains shared meeting spaces and operates audio & video tech as needed
- Support the leadership team with ad hoc tasks as assigned

## **Minimum Qualifications**

- High school diploma or GED equivalent.
- Minimum of five years in a senior administration or Executive Assistant role.
- Able to work occasional evenings and weekends for events or meetings
- Excellent written and verbal communication skills
- High level of emotional intelligence
- Superb proof-reading skills; Demonstrates accuracy, thoroughness, and attention to detail.
- Strong organizational, project management, and time management skills.
- Resolves challenges effectively and independently; gathers and analyzes information skillfully to make sound, informed decisions.
- Advanced experience in Google Suite, Microsoft Office Suite (Word, Excel, PowerPoint), virtual meeting technology (Teams, Zoom, etc.), project management software (Asana experience preferred), and the ability to adapt quickly to various digital tools and platforms.
- Reliable and consistent; adheres to management direction and maintains a high level of integrity
- Flexible and adaptable while navigating changes in the work environment.
- Adept at interacting with a diverse range of stakeholders
- Comfortable working both independently and collaboratively

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## Preferred Qualifications (Not Required)

- Bachelor's degree in business administration, management, or a related field
- Professional experience in a nonprofit setting
- Personal or professional experience navigating early childhood ecosystems
- Bilingual (English/Spanish) or multilingual

## Working Conditions & Accessibility

This role involves moving around the office and offsite locations (meetings, conferences, venues, etc.), maintaining a stationary position (standing and/or sitting) for long periods of time, operating a Windows-based computer and other office productivity machinery such as the copy machine and phone, moving boxes of supplies up to 30 pounds, exposure to typical office lighting, sights, sounds, and distractions. Our office includes 12 reserved parking spaces, 1 accessible parking space, gender-neutral restrooms, a kitchen with a refrigerator, microwave, and other essentials, a nursing & respite room, private phone booth, and other amenities.

## Disclaimers

Employees must be able to perform the essential job functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. Furthermore, the employer retains the right to change or assign other duties to this position.

Studies have shown that women, BIPOC, and/or LGBTQIA+ folx may be less likely to apply for jobs unless they meet every one of the qualifications listed. At DPP, we are most interested in finding the best candidate for the job. We enthusiastically encourage you to apply for this position, even if you do not meet every one of our qualifications listed. [The Denver Preschool Program is an equal opportunity employer.](#)

## Hiring Process

Applications will be accepted until the position is filled, but preference will be given to applications that are submitted by 11:59 p.m. on Monday, August 5, 2024. Our processing and interview timeline are subject to change, but are based on the following:

- Round 1: Application Processing
  - Internal Application Reviews (Typically 2-3 Business Days After “Closing” Date)
  - Phone Check-In with Candidates: This will be an informal time to connect, answer any preliminary questions the candidate may have, and then schedule the first interview.
- Round 2: 30-Minute Virtual Interview (Zoom)
  - Key staff will conduct a 30-minute virtual interview with selected candidates.
- Round 3: In-Person Interview (At DPP’s downtown Denver office)
  - Leadership staff will conduct 1-hour interviews with selected candidates at DPP’s office

## How to Apply

Please [click here](#) to submit your cover letter and resume via Google Form. If you have any questions or concerns, please contact [carley@dpp.org](mailto:carley@dpp.org).

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