



Job Title: Administrative Manager
Reports to: Director of Operations and Technology
Regular schedule: 32-40 hours per week
Employee Category: Regular, Exempt
Location: Boulder Office, Longmont Office, remote

Intercambio is a great place to work! Intercambio is a dynamic, growing nonprofit in Boulder County that strives to bring English learners and community volunteers together in language classes to build skills, confidence, and life-changing connections. We provide a fun, challenging, engaging and professional environment that connects immigrants and volunteer English teachers, as well as donors, to our purpose.

We know life is ever-changing, so we offer a flexible work environment allowing you to work from home and our Boulder and Longmont offices. Even with fluid schedules, we work hard to create a supportive team atmosphere and build community.

General Statement of Duties

The Administrative Manager supports the Executive Director (ED), Director of Operations and Technology (DO) and Director of Development (DD) with administrative tasks and scheduling. This position also performs facilities management tasks for the Boulder and Longmont offices.

Responsibilities

Administrative Support

- Coordinates meeting schedules for ED and DD.
- Maintains electronic and hard copy files of organizational documents.
- Maintains office supply inventories at both offices.
- Receives and forwards emails and voicemails that come via general Intercambio channels.
- Opens and distributes hard copy mail.
- May work on or oversee a variety of one-time administrative projects.

Board of Directors Support

- Organizes materials for board meetings and orientations.
- Records minutes at monthly board meetings.
- Tracks board member attendance at meetings and events.

Operations Support

- Supports recruiting process, including organizing applications and coordinating interview schedules.
- Prepares and organizes employee forms.
- Makes routine bookkeeping entries.
- Performs data entry and clean-up tasks in Salesforce database.
- Performs purchasing research.

Facilities Management

- Oversees repairs, cleaning and maintenance of Boulder and Longmont offices.
- Finds new vendors as necessary.
- Oversees remodeling and repair projects.

Required Qualifications

- Excellent communication skills with people at all levels of an organization.

- Advanced skill at using Microsoft office applications – especially Outlook and Excel.
- Skilled at paying attention to detail, and at working independently.
- Skilled at managing multiple priorities.
- Project management skill.
- Experience with using and maintaining electronic filing systems.
- Data entry experience.
- Experience with providing support to an organization’s executive.
- Willingness to work regularly at both our Boulder and Longmont offices and remotely.
- Driver’s License and a registered and insured vehicle that can be used to drive between Intercambio locations and run errands as needed.

Desired Qualifications

- Experience using SharePoint.
- Experience using Salesforce.
- Experience with providing support to more than one executive.
- Experience performing basic bookkeeping tasks in QuickBooks.

This is a 32-40 hour per week position. Starting Salary Range: \$48,000 - \$60,000 per year. Intercambio also offers a competitive benefits package that includes health, dental and vision insurance; vacation; sick leave; life insurance and a retirement plan.

Apply by sending your cover letter and resume **in one PDF document** to jobs@intercambio.org. Please be sure your cover letter explains how you meet our required qualifications. Applications that do not conform to these instructions won’t be considered.