**Office Coordinator**

Employers Council - Colorado Springs, CO 80919 (Northwest Colorado Springs area)

**Description:**  
General Purpose   
  
Provide administrative support and coordination of general business activities for the regional office. Responsibilities include office receptionist functions, maintaining schedules, preparing reports and member correspondence, ordering supplies, maintaining office equipment, preparing marketing information, set up/tear down for classes and events, providing information to members, coordinating conferences and special events, assuring overall organization and efficient administrative operation of regional office.   
  
Essential Duties and Responsibilities

* Perform general receptionist responsibilities to include greeting members, directing member inquiries to proper personnel in a professional and timely manner, and taking accurate messages
* Prepare, maintain, and purge paper and electronic member and attorney case files including preparing legal exhibits
* Become familiar and stay current with all member services, training schedules, website, and internal operations to relay information to members as needed
* Process information and reports for staff and directors meetings, membership, and marketing and as needed
* Track and report data on membership, classes, handbook reviews, and other items
* Track shipping expenses, credit card expenses, office supply budget
* Develop and implement regional marketing plan with Denver office and Director
* Maintain adequate supply of marketing materials, training catalogs, and swag onsite
* Coordinate conferences, events, and special training sessions to include securing locations as needed, assuring all required materials are available, preparing marketing materials, creating presentation slides, working with outside vendors, and assuring room set up
* Provide support to Director in planning and administering budgets for equipment, office supplies, and events
* Coordinate annual regional training schedule with Director and Denver office
* Coordinate with Denver office for IT and phone system support and trouble-shooting
* Market to members via phone, email, and post mailing
* Coordinate lunch delivery/catering services for various functions
* Prepare check requests for invoices
* Compile new member materials and other marketing and member materials as requested
* Maintain staff calendars as needed
* Arrange staff birthday celebrations and annual staff party
* Provide other administrative duties as needed or requested.

**Requirements:**  
Qualifications/Education   
  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 

* Knowledge of fundamental administrative and clerical procedures, maintaining files, operating phone systems, general office equipment
* Proficient with Microsoft Office software
* Familiarity with desktop publishing software
* Ability to edit and proofread material for accuracy and completeness
* Ability to communicate effectively orally and in writing
* Ability to be punctual and manage time effectively
* Ability to provide timely and accurate follow-through on projects, member or staff requests
* High school diploma (or equivalent)
* A minimum of one to three years of work-related experience in an office environment

Work Environment   
  
General office environment the majority of time. Occasional lifting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.   
  
**Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Please send your resume and a cover letter to [cfryman@employerscouncil.org](mailto:cfryman@employerscouncil.org) if you are interested in applying for this position.