



## Office Manager

RISE Colorado is a multi-racial, multi-lingual non-profit that works to educate, engage, and empower low-income families and families of color to RISE as change agents for educational equity in our public school system.

RISE's work is based in Aurora Public Schools in Aurora, the most diverse city and school district in Colorado. Our theory of change is that those most impacted by the inequity that exists MUST lead the movement for change. Who is most impacted by educational inequity? Low-income families and families of color. Just like women led the suffrage movement, Cesar Chavez and Dolores Huerta led the farm workers' movement, and Martin Luther King, Jr and Rosa Parks led the Civil Rights movement, low-income families and families of color must lead the movement for themselves with RISE as an ally if we're ever going to truly achieve educational equity. This is what we believe in and work towards achieving every day. We're looking for a community organizer to join us in this movement!

### Position Overview:

Reporting to the Chief of Staff and working in close collaboration with RISE staff, the Office Manager will be a key member of a high-performing team supporting an ambitious growth plan. The ideal candidate will be an entrepreneurial professional with strong technical skills, a passion for our mission, and great organizational and time management skills. The Office Manager will serve as the first point of contact for guests and families and will create a welcoming environment. We're looking to add someone to our team that is energetic, detail oriented, critically conscious, and passionate about empowering families. Applicants must also be flexible and able to multitask, quick learners, and demonstrate strong relationship building skills.

This is an incredible opportunity to join an organization founded by women of color who grew up in the community where RISE works. RISE Colorado was named the winner of [Teach For America's 2014 Social Innovation Award](#), Inaugural Winner of the [Leadership for Educational Equity Venture Fund & Fellowship](#), and has been recognized as a [Bright Spot in Hispanic Education](#) by the White House Initiative on Educational Excellence for Hispanics. RISE has been covered [globally](#), nationally and locally for their work with families. To learn more about RISE Colorado, applicants can watch this [video](#), and view the [website](#), as well as RISE's [Facebook](#), [Twitter](#), and [Instagram](#) accounts.



Interested individuals should complete an application [here](#), and submit a cover letter, resume and contact information for three professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org) with the subject line: RISE Director of Development Role.

### **The Office Manager's responsibilities include:**

#### Office Management:

- Manage office operations by developing systems and employing communication structures that maximize efficiency daily.
- Serve as primary phone and reception contact for office, ensuring quality relationship building with external contacts and partnership stakeholders.
- Purchase necessary items/supplies for the office.
- Coordinate services such as office cleaning and maintenance.
- Working with the COS to create and manage systems for HR policies (benefits, PTO, employee handbook), accounting procedures, and scheduling.

#### Event Planning and Coordination:

- Manage event logistics and execution for school, community, board, and staff events securing donated materials, working with external vendors and suppliers, and creating and sending mailings.
- Arrange travel and reimbursements for all staff.
- Work with the COS to create and execute team culture activities throughout the year (birthdays, accomplishments, team retreats).

#### Communications:

- Supporting the COS with scheduling and email management as needed.

#### Building Maintenance and upkeep

- Coordinate landscape/snow removal as needed
- Light cleaning as needed
- Ensure building supplies are appropriately stocked

#### Financial & Fundraising Systems Support:

- Track actual expenses and grants, pay bills, code and reconcile corporate card expenses, and oversee staff reimbursements.
- Manage communications with all HR and financial service providers.
- Manage data and organize hard and soft files including workshop documents, receipts, and other internal documents.



**Qualifications:**

Candidates must have access to reliable transportation and availability to work some weekends and evenings along with the following qualifications:

**Skills:**

- Strong organizational and project management skills
- Ability to work and communicate with culturally diverse groups and individuals
- Strong technical skills including knowledge and use of Microsoft Office Suite, especially Xcel, Adobe Suite, and social media platforms
- Ability to multi-task in a fast-paced environment where it is essential to prioritize and change tasks fluidly
- Solutions oriented with the ability to assess challenges and creatively work towards resolution
- Preferably bilingual in Spanish and English

**Experience:**

- Experience with administrative tasks and processes
- Demonstrated experience with sophisticated database management and/or significant skills - leveraging database as a primary tool in managing communication and driving strategic and tactical planning.
- Ability to work independently and as part of a team with minimal supervision
- Significant experience with technology such as projectors, copy machines, and computer functions that may need troubleshooting

**Mindsets & Characteristics:**

- A history of achieving results and willingness to do "whatever it takes" to reach goals
- A constant learner who is interested in being a proactive, positive member of the team
- High level of self-awareness, humility, and emotional intelligence



**Compensation & Benefits:**

RISE Colorado offers a competitive salary and benefits along with opportunities for training and professional growth.

**Application:**

Please fill out the application [here](#). Additionally, please email your resume, cover letter, and contact information for three professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org). Subject line: RISE Office Manager Role.

We will only contact candidates chosen for further consideration. No phone inquiries please.

*RISE Colorado is an equal opportunity employer fully committed to achieving a diverse workforce. RISE Colorado does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.*