



CONNECTIONS

Challenge Barriers. Build Independence.

Office Assistant Job Description (Part-Time)

Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties. Connections is also Colorado's largest nonprofit provider of American Sign Language interpreting services.

Purpose:

As the Office Assistant, you will be the primary contact for people seeking resources that assist people with disabilities in the community. This is a vital position in ensuring people with disabilities and community partners are transferred to a knowledgeable member of the Connections team. The Office Assistant updates consumers with internal and external information. This position is an integral part of the administrative team.

People who live with disabilities are preferred applicants.

Essential Responsibilities:

- Be the initial point of contact for Connections via phone and in-person at the front desk. Handle email and regular mail.
- Be knowledgeable of internal and public policy changes that impact people with disabilities.
- Maintain strict confidentiality of all information concerning consumers, staff, volunteers, and board members.
- Maintain office and facilities as deemed necessary (not cleaning)..

Knowledge, Skills, and Abilities:

- Exceptional organizational skills with a meticulous attention to detail.
- Work well under pressure; ability to meet deadlines.
- Excellent interpersonal and communication skills with the ability to multitask and adapt to many communication skills.
- Levity and a sense of humor are appreciated.
- Ability to work independently and use discretion and independent judgement regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Excellent digital literacy, agility, and resilience, including technology and software skills. Proficient with Microsoft, Google Workspace, internal database, Dropbox, and other software as needed.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and service providers.
- Knowledge of the Americans with Disabilities Act a plus, as is knowledge of American Sign Language.

Education and Experience:

High School Diploma.

Must have reliable transportation to and from the main Greeley office.

Must be able to pass a background screening.

Travel:

None.

Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment including, but not limited to computers, phones, photocopiers, electronic postage meter, filing cabinets and fax machines.

The employee will be required to operate a motor vehicle on a regular basis and travel to and from client locations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to sit/stand for 30-60 minutes at a time at a desk. Must be able to practice self-care techniques at work to avoid occupational burnout.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This is an in-office position due to the need to greet people in-person.

Supervisory Role: No

Status: Part-time.

Classification: Non-Exempt

Salary: \$16.00-\$18.00 per hour, depending on experience.

Benefits: Paid Sick Time, PTO, healthcare reimbursement, and a generous holiday schedule. *Some benefits require a 90-day probationary period prior to implementation.

Office location: 1331 8th Avenue, Greeley, Colorado 80631 (if on-site)

Note: This description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principal job elements.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____