



**League of Women Voters®  
of Boulder County**

<b>Job title</b>	<i>Part Time Contract Administrative Assistant to the League of Women Voters Boulder County (“LWVBC”)</i>
<b>Reports to</b>	<i>President of LWVBC</i>

**Job Purpose**

The Part Time Administrative Assistant to the LWVBC assists the President and Board of Directors in various support and database management tasks in order to relieve volunteers and support the mission of LWVBC: The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

**Location: Boulder County**

**Duties and responsibilities**

- Assists the President of LWVBC as requested
- Coordinates communication including emails
- Maintains current information about Boulder County venues for meetings and books events
- Scans attendance sheets from events into Dropbox
- Checks and updates calendar entries on the LWVBC website
- Maintains social media
- Becomes familiar with Control functions in LWVBC website
- Records and tracks pledges
- Reviews and organizes files and folders maintained on Dropbox under the direction of the President
- Vote411 website data entry
- Prepares materials for the annual membership meeting in May and attends this meeting to assist.
- Other duties as assigned

**Qualifications**

**Specialized knowledge:** Knowledge of the League of Women Voters is helpful, but not required.

**Required Skills:**

- Proficient in writing and speaking grammatical English
- Proficient in keyboarding
- Competent in Microsoft Word and Excel, preferably the 2010 versions
- Competent in using Dropbox, PowerPoint and Quicken or willing to learn them
- Able to learn how to input and extract data from LWV websites
- Competent at organizing and maintaining files and folders electronically
- Competent at researching on the Internet
- Able to scan, print and maintain the equipment provided
- Able to track and record time and tasks

**Advantageous Skills:**

- **Management of Social Media**
- **Formatting**
- **Photo Editing**

**Abilities:**

- **Able to work independently with minimal supervision**
- **Able and willing to learn new programs and expand existing program skills**

**Personal Qualities:**

- **Able to budget time efficiently and set boundaries**
- **Courteous to all, especially those connecting to LWVBC for the first time**
- **Willingness to learn and implement LWVBC policies**
- **Dependable**
- **Finalist for the position is subject to a background check.**

**Experience:**

- **Administrative experience preferred**
- **Experience working and/or volunteering with a nonprofit is helpful.**
- **Experience using email marketing (e.g., Vertical Response) and/or member management software will be useful**
- **Experience working in customer service is helpful.**

**Working conditions**

- **The position requires that the Administrative Assistant be a contract employee who provides his/her own office space with a laptop and network access. Some equipment needs are to be determined. LWVBC will negotiate reimbursement for consumable items such as printer ink/toner and paper.**
- **Initially the position pays for up to approximately 43 hours per month during the year, allocated per week as tasks are needed. The Administrative Assistant must be able to budget the hours flexibly. For example, more time may be needed the 2<sup>nd</sup> week of the month as materials are prepared for the monthly board meeting held the 3<sup>rd</sup> Thursday 10 months of the year. November-December will be less busy than other months, while April-May will be more active.**
- **The position pays a fair wage per hour.**

**Physical Requirements**

- **There is limited physical exertion required for this position. The Administrative Assistant must be able to sit or stand at a desk, use a keyboard, carry up to 25 pounds, and have his/her own transportation.**

**The League of Women Voters Boulder County, Board and volunteers shall not discriminate on the basis of race, color, religion, gender, age, national origin, disabilities, gender expression, or military status. LWVBC in all its activities reflects these principles in value and practice.**

**Deadline for Application: January 4, 2018**

**To Apply: Send a cover letter and a resume to [admin@lwvbc.org](mailto:admin@lwvbc.org)**