

### **About Us**

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

### **The Role**

The Office Manager will oversee the general administrative functions and activities of There With Care's Boulder office. This person will manage a variety of day-to-day administrative operations to ensure efficiency and maintain office flow. In addition, the Office Manager will support the Finance and HR team in automating and streamlining administrative processes, managing contracts and vendor coordination, and support the planning of internal company events and meetings.

### **The Important Work You'll Do**

- Manage front desk and represent There With Care as the first point of contact for visitors.
- Operate as main point of contact for office maintenance, vendor contracts and subscriptions, insurance renewals, certifications of insurance, renewal of business/charitable org licenses, sales tax, vehicles, etc.
- Manage and enter incoming Boulder in-kind donations and distributes mail and deliveries.
- Maintain overall cleanliness and appearance of the office, kitchen, outdoor entrance, waiting area, etc.
- Answer phones, check general voicemail, and manage general email inbox.
- Procure and maintain office supplies and snacks.
- Data entry projects such as updating internal admin forms, data clean up in CareBase, company directory, and supports the donor Thank You process
- Receive incoming in-kind donations and money and distributes to appropriate There With Care individual/team.
- Operate as first point of contact with office equipment and escalates issues to IT Director as needed.
- Plan/support in the planning of company events and meetings.
- Perform or facilitate maintenance of office equipment including cleaning, maintenance, and repairs.
- Maintain inventory of office supplies; orders new supplies as needed.
- Maintain office files; implements an efficient system for other staff to access files and records.
- Manage office furniture and reorganization of office space/work areas as needed.
- Support Human Resources (i.e., receive any returned assets, new hire onboarding and offboarding support, cell phone activation, etc.)
- Perform other related duties as assigned.

### **Qualities That Might Make You Successful In This Role**

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.

### **The Important Skills You'll Need To Have**

- Must be able to work onsite in our Boulder, CO location.
- High School diploma or equivalent.
- Minimum 5 years of administration experience (Office Management experience is strongly desired).
- Proficient in MS Office (Word, Excel, Outlook, and Power Point) and printers.
- Experience working with a database (Salesforce preferred).
- Strong (verbal and written) communication and customer service skills.
- Must possess excellent organizational skills and the ability to multi-task.
- While dealing with the movement of incoming deliveries, donations, office equipment, or desk/office furniture at times, this job will require physical stamina and strength. You must be able to walk, stand, kneel, squat, stoop, and bend for short periods of time.
- Flexibility with schedule as business needs arise.

### **Compensation and Benefits**

- Pay: \$20.00 per hour
- Part-time, Non-Exempt, 20 hours per week
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

### **How To Apply:**

Please submit your resume and cover letter to: [careers@therewithcare.org](mailto:careers@therewithcare.org).  
This position is based in our Colorado location.



Office Manager – CO  
External Posting

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.