



## JOB DESCRIPTION

<b>Position:</b>	Executive and Legal Assistant
<b>Reports to:</b>	Chief Operating Officer and Sr. Vice President, General Counsel, and Regional Partnerships Program Officer
<b>Job Summary:</b>	Provide executive administrative and legal support to members of Foundation's leadership team
<b>Job Classification:</b>	Full-time, non-exempt Monday through Friday, 40 hours per week
<b>Hourly Rate Range:</b>	\$24.52 - \$26.44 (Dependent on experience)

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### ABOUT THE FOUNDATION

Founded in 1937 with a mission to enhance, encourage and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

### ABOUT THE POSITION

This Executive and Legal Assistant will provide executive administrative support to El Pomar Foundation's (a) Chief Operating Officer and (b) Senior Vice President, General Counsel, and Regional Partnerships Program Officer. In addition to general administrative support, this position will also provide legal assistance to the General Counsel relating to the legal affairs of the Foundation, and may also be assigned additional administrative support duties by the Chief Operating Officer in support of El Pomar's operating programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Executive Assistant Responsibilities:

- Provide administrative support to include answer phones, take messages, respond to phone calls, and actively maintain appointment calendar
- Coordinate and attend meetings as requested
- Draft original correspondence as requested
- Draft, edit, proofread and format written materials as needed
- Research and investigate various matters as determined
- Process payment and reimbursement requests as directed
- Make travel and hotel reservations as requested
- Work with and coordinate with El Pomar Trustees, Staff, Fellows, and Interns
- Process incoming and outgoing mail
- Interact professionally and confidently with high-profile guests and VIPs, in person, electronically and telephonically
- Other duties associated with El Pomar's operations as assigned

**Legal Assistant Responsibilities:**

- Organize and maintain legal documents, contracts, and correspondence
- Ensure confidentiality and security of information
- Establish legal filing system and maintain all legal files, both electronic and paper
- In coordination with other departments, provide support to Foundation's contract management and filing system(s)
- Conduct factual and legal research from time to time
- Prepare and organize materials for internal and external meetings and/or presentations
- Assist with managing payment of legal invoices
- Manage and file annual attorney membership filings to include Continuing Legal Education credits for more than one state
- Other duties associated with El Pomar's legal affairs as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent organizational and time management skills
- Attention to detail and accuracy
- Proficiency in Microsoft Office products with a background in and broad understanding of database management
- Ability to multi-task and problem solve under sometimes short or conflicting deadlines
- Able to work independently and as a member of a team
- Strong written and verbal communications skills
- Ability to deal effectively and courteously with the public
- Ability to maintain confidentiality, discretion, sound judgment, integrity and honesty

**QUALIFICATIONS AND PHYSICAL DEMANDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional multi-tasking skills. Well-developed organizational, analytical and problem-solving skills are required. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation's recognized values of Respect, Integrity, Teamwork and Excellence, as well as, the Foundation's Operating Commitment of employees being Resourceful, Relational, Responsive, Resilient and Reliable.

The requirements listed above 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.

While performing job duties, the employee will be regularly required to sit at a desk for as many as seven hours a day.

A successful candidate must have at least three (3) to five (5) years of experience as an executive assistant or legal assistant, and an associate's degree is preferred.

Must be able to travel within the State of Colorado.

Hiring is subject to employment pre-screening (background check).

**REMOTE WORKING:**

This job is eligible for up to (1) day of remote working per week upon completion of training and approval by supervisor.

**CURRENT BENEFITS:****Paid Time Off**

- 10 days vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service)
- Options to roll-over and year-end cash-out

- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Paid FAMLI – administered by State of Colorado and must meet requirements to qualify – this benefit does not provide 100% wage replacement

#### **403(b)**

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

#### **Medical, Dental, Vision and Accident Insurance**

- Direct primary care provided by Peak Med at no cost to employee (must carry Foundation's medical insurance plan). No co-pays for office visits and access 24/7.
- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of cost for AFLAC and Identity Theft Protection

#### **Flexible Spending Account (FSA)**

- Pre-tax dollars from your paycheck to get reimbursed for medical and dental expenses or child care funds
- Up to \$3,050 for medical and dental and up to \$5,000 for dependent care per year
- \$640 roll-over permitted

#### **Childcare Benefit**

- After 6 months of service, eligible for daycare assistance for employee's dependent child or children under the age of 5 and living with the employee. Reimbursed for 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of \$500.

#### **Continued Education/Tuition Reimbursement**

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national trainings, seminars and meetings.
- Full-time employees with at least 1 year of service may be reimbursed for undergraduate or graduate academic course work that maintains or improves job related skills or are in the Foundation's areas of interest. The Foundation will reimburse 100% of tuition at public universities or 50% of tuition at private universities for up to 6 academic hours per semester. The employee must maintain a B or higher grade to receive the reimbursement. Also, the Foundation will reimburse the employee up to \$500 per semester for books, supplies, and/or parking pass. This reimbursement may be considered a taxable event to the employee.
- The Foundation provides up to \$2,000 a year for employees to participate in a pre-approved certificate program that may or may not be job related.

#### **Other Insurance**

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

#### **Other Benefits**

100% employer paid AAA membership

#### **HOW TO APPLY:**

Please submit a resume and cover letter to Nicole Magic at [nmagic@elpomar.org](mailto:nmagic@elpomar.org) no later than **Thursday, January 25, 2024 at 5:00pm.**