



**Office & Administrative Associate**  
**Full-Time salaried position – Steamboat Springs, Colorado**

**About YVSC**

Yampa Valley Sustainability Council (YVSC) is a 501(c)(3) nonprofit organization located in Steamboat Springs, CO (Routt County). Established in 2009, YVSC is guided by the mission, “to serve as a leader, resource and catalyst for building a sustainable and resilient Yampa Valley region.” YVSC programs span Resilient Land & Water, Waste, Energy, Transportation, and Community Engagement. In recognition that climate change is the most pressing sustainability issue of our time, YVSC is committed to advancing climate action — actions that reduce greenhouse gas emissions through decarbonization and carbon sequestration and build resilience — throughout our priority areas through programs, partnerships and education.

**Position Description**

YVSC is committed to impact, collaboration and strengthening community connections across a range of stakeholders, partners and donors, which requires administering a welcoming and organized office and providing support to a fast paced team. The Office & Administrative Associate serves a support role to our organization at large, supporting office-wide needs including events logistics, resource and supply management, human resources and program administration where needed. This position reports primarily to the Executive Director.

**Primary Responsibilities**

**HR/Administrative Support**

- Manage administrative aspects of employee recruitment and onboarding processes, prepare new hire paperwork.
- Manage employee benefits administration and organizational insurance. Complete required administrative filings and record-keeping.
- Maintain YVSC’s digital database management systems (Salesforce, Google Drive, Microsoft Office).
- Ensure compliance with all local, state and federal accounting and reporting requirements.
- Receive mail, support bank deposits and financing activities as assigned.
- Help maintain up-to-date internal organizational policies and practices (professional development administration, human resource policies, etc.) to align with best practices.

**Office/Team Support**

- Staff front desk to welcome and direct office visitors, calls and emails to correct information and/or staff.
- Manage and maintain professional work environment and supply inventory.
- Coordinate general building management and upkeep services and contracts.

- Schedule meetings and team building sessions as required. Coordinate use of meeting rooms to support program activities such as events, workshops, etc.
- Manage updating and sharing information on staff and board - i.e. contact lists, birthdays, work anniversaries, etc.
- As appropriate, assist program staff and work as a member of program teams to ensure the effective and efficient operations of YVSC, filing and record keeping, preparing materials for project meetings and handling related routine correspondence.
- Support administrative and logistical duties as assigned.

### **Events Responsibilities**

- Coordinate event planning logistics (ie. ticketing, invitations, venue reservations, catering, volunteer coordination, etc.
- Support run of show of events as needed, and support event communications and promotions as needed.
- Coordinate and lead event set up, take down and clean up.

### **Required Qualifications**

- Bachelor's Degree and a minimum of two years of related experience, or equivalent combination of education and experience.
- Experience managing human resources and administrative tasks surrounding employee benefits, compliance with state and federal regulations and general operations.
- Proficient in database management, Microsoft Office, Google Suite.
- Ability to work in-person at the YVSC office.
- Proven ability to work as a team player with diverse groups; strong interpersonal skills.
- Excellent time management skills and ability to work in a fast-paced environment with multiple overlapping deadlines.
- Highly motivated self-starter with strong organizational skills.
- Attention to detail and accuracy, ability to plan ahead and organize, strong communication and problem solving skills.
- High level of integrity, professional maturity and sound judgment.
- Ability to handle confidential information with discretion.
- Commitment to diversity, equity, inclusion and accessibility.
- Ability to learn and adapt to new systems and processes quickly.

### **Helpful Qualifications**

- Background with nonprofit organizations or philanthropy.
- Proficient in Canva and/or Adobe.

### **Salary and Benefits**

This position is full-time, salaried with a starting rate of \$50,000-\$55,650. Salary is commensurate with experience. This position includes benefits: medical, dental, vision, flexible schedule, paid time off and SIMPLE IRA. A part-time position could be considered for the right candidate.

### **How to Apply**

**To apply, submit a cover letter, resume and list of three professional references to [info@yvsc.org](mailto:info@yvsc.org) by 11:59 p.m. MT on February 28, 2025.** Only complete applications will be considered.