



Job Title: Office Manager
Department: Administrative
Reports To: CEO
FLSA Status: Exempt
Salary Range: \$62,000-\$77,000

Position Summary: This position is an administrative role that will support the day to day operations of the office, and support specific departments as necessary. They are key to office workflow and will support the whole team to work together seamlessly to advance our mission and values: Environmental Justice, Accountability, Action, Innovation, and Collaboration. The position requires exceptional organizational capabilities, the ability to provide deliverables by deadlines, apply problem-solving skills, offer support as needed, and anticipate needs when possible.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Oversee day-to-day office management, order supplies, and ensure a well-maintained work environment.
- Maintain administrative documents and policies of the organization, i.e., insurance, nonprofit status, meeting minutes, etc.
- Coordinate with support specialists, including but not limited to information technology, human resources, and finance teams.
- Facilitate timely and accurate processing of all organizational mail to ensure timely attention and responsiveness.
- Manage paper and electronic filing systems.
- Operate office equipment, such as copiers or phone systems, and arrange for repairs when equipment malfunctions.
- Serve as a first point of contact for basic human resources inquiries regarding policies, benefits, and procedures.
- Assist with onboarding processes for new hires, including paperwork and orientation scheduling.
- Handle sensitive employee information with discretion and maintain confidentiality regarding board and senior-level discussions, ensuring compliance with organizational policies and legal requirements.
- Manage and monitor the organizational calendar, coordinating meeting logistics for both internal and external meetings. Compile and distribute board meeting packets.



- Regularly audit CORE's customer communications, reviewing and reconciling customer service experiences. Facilitate customer satisfaction surveys to inform continuous quality improvement.
- Perform data entry, analysis, clean-up, and reporting across multiple software systems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 3-5 years of relevant work experience at minimum.
- The ability to take initiative and to work independently.
- Strong customer service orientation and unparalleled commitment to excellence with both clients and community partners.
- Flexibility and adaptability to the changing demands of a small organization.
- Experience with Customer Relationship Management (CRM) and data management systems.
- The ability to review, analyze, summarize, and communicate complex information.
- Understanding of and interest in energy efficiency and sustainability principles is preferred.
- Have a shared commitment and passion for fulfilling the mission of CORE.
- Desire to help others and strong interpersonal skills.
- Valid Colorado State Driver's license and ability to be insured.
- Ability to do basic mathematical calculations for reporting purposes.
- Ability to complete basic data entry for reporting purposes.
- Ability to use data to inform decisions.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.



Quality - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Add and subtract two digit numbers and multiply/divide with 10's and 100's. Perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Understanding of basis office applications including MS Office (Word, Excel, Outlook)

Supervisory Responsibilities: This position has no Supervisory responsibilities.

Work Environment:

- Primarily based in our office located in Basalt, CO.
- The office is located 1/4 mile from a main bus stop.
- Must wear appropriate clothing to meet the public. Business casual for the office is preferred.
- Subject to multiple daily demands.
- May require work on weekends or evenings.

Salary and Benefits:

- Salary range: \$62,000-\$77,000 per year. Salaried, full-time/exempt.
- \$0 premium, low deductible health insurance.
- Option to purchase health insurance for dependents.
- Low-cost monthly dental and vision insurance.
- A \$750/year health benefit, which can be applied to a reduced-price ski pass.
- 3% Simple IRA retirement contribution, requiring employee match.
- Paid time off.



- 10 paid holidays per year.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Remaining in a stationary position, often standing or sitting for prolonged periods.
- Repeating motions that may include the wrists, hands, and/or fingers.
- Communicating with others to exchange information.
- Adjusting or moving objects up to 20 pounds in all directions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

How to Apply: Please submit your resume and cover letter for consideration to tara@aspencore.org. Please include "Office Manager - [Your Name]" in the subject line.

In accordance with Colorado law, employment is at will.

NOTE – nothing in this job description restricts CORE's right to assign, reassign, or eliminate duties and responsibilities of this job at any time or to change features of this job due to reasonable readjustment of the job or for other reasons as deemed appropriate by CORE.