



of Metro Denver

Administrative Assistant

Reports to: President & CEO

Status: Part-Time, Non-Exempt

Hours: Approximately 15–20 hours per week

Location: Denver, CO / Hybrid

Status: Part Time

Compensation: \$22–\$28 per hour, depending on experience

Hours: 20 hours a week, Flexible Monday – Thursday schedule with occasional after-hours support for events.

Position Summary

Girls Inc. of Metro Denver is seeking a highly organized, proactive, and professional **Part-Time Executive & Administrative Assistant** to provide administrative and organizational support to the President & CEO and assist with key administrative needs across the organization.

This role is ideal for someone who is exceptionally organized, dependable, detail-oriented, and comfortable working with senior leadership. The successful candidate will help the CEO stay organized, prepared, and focused by managing calendars, coordinating meetings, preparing materials, supporting communications, and handling day-to-day administrative needs.

Key Responsibilities

Executive Support

- Manage and coordinate the CEO's calendar, meetings, appointments, and scheduling needs.
- Prepare meeting agendas, briefing materials, presentations, and other documents for the CEO.
- Coordinate internal and external meetings, including scheduling, invitations, logistics, and follow-up.
- Support the CEO with travel planning, itineraries, and meeting logistics.
- Track follow-up items, deadlines, and commitments to help ensure timely completion.
- Draft and organize correspondence, emails, thank-you notes, and other communications as requested.
- Assist with preparation for Board meetings, retreats, executive meetings, and special events.
- Maintain organized electronic files, contacts, and executive documents.
- Handle confidential and sensitive information with professionalism and discretion.



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Administrative Support

- Provide administrative support to members of the leadership team and other departments as needed.
- Assist with data entry and document preparation.
- Support scheduling and logistics for staff meetings, events, and organizational activities.
- Assist with expense reports, receipts, invoices, and other administrative records.
- Support special projects and organizational initiatives as assigned.

Organizational Coordination

- Support preparation for donor, community, corporate, and civic meetings.
- Assist with tracking important dates, events, deadlines, and organizational commitments.
- Serve as a welcoming and professional point of contact for visitors and external partners when appropriate.
- Take on other administrative projects that help advance the work of Girls Inc. of Metro Denver.

Qualifications

Required:

- Valid Colorado driver's license with at least 2 years of safe driving record and insurable under our automobile insurance policy.
- Must be able to pass a background check and preboarding screenings in accordance with Girls Inc. policy.
- 2+ years of administrative, executive assistant, office coordination, or related experience.
- Exceptional organizational and time-management skills.
- Strong written and verbal communication skills.
- High level of attention to detail and follow-through.
- Ability to manage multiple priorities and shifting deadlines.
- Strong proficiency with Microsoft Office, Canva, Sales Forces and other customer relationship management tools
- Professionalism and discretion when handling confidential information.
- Ability to work independently, anticipate needs, and take initiative.
- Commitment to the mission of Girls Inc. of Metro Denver.

Please submit application [here](#).



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Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

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