



Job Title: Office Manager
Classification: Exempt
Position Type: Full Time
Starting Salary: \$50,000 - \$65,000

Colorado Center on Law and Policy (CCLP) is a non-partisan, nonprofit advocacy organization dedicated to the vision that every Coloradan should have what they need to succeed. For 25 years CCLP has stood with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy.

- **Our Focus Areas:** Food, Health, Housing, and Income
- **Our Core Values:** Equity, Integrity, Strategic Advocacy, Collaboration, and Community Engagement

Position Summary

The Office Manager helps promote and implement a high-functioning, supportive work environment for the CCLP team. The person in this role is passionate about supporting CCLP as a vital part of the anti-poverty movement in Colorado. Reporting to the Operations Director, the Office Manager maintains a high attention to detail, providing daily office management, human resource support and other operational activities. With training, the Office Manager will also provide some routine paralegal duties.

Essential Functions

- Promotes a positive and constructive work environment including working with community partners, vendors and funders.
- Promotes effective communication through human resource support, mail and emails distribution, and meeting coordination.
- Provides logistical and technical support and service to partners renting CCLP meeting space.
- Collaborates with staff on internal committees to support the team and provide services related to team information, communication and safety.
- Maintains efficient and effective electronic and physical record systems including recording business transactions.
- Works with our IT vendor to ensure the team has the technological support they require.
- Monitors and maintains supplies and office equipment, including repair or restocking, inventory, and issuance of keys and security codes.
- Utilizes software for word processing, spreadsheets, and databases.
- Supports legal operations with an interest and ability to grow into a Paralegal role with training, including research, preparing legal documents, and providing administrative support to the legal team.



Knowledge and Skills Required

- Any combination of education, training, and experience equivalent to graduation from high school and three (3) years of increasingly responsible proven experience in administrative or office support roles. Paralegal experience is welcome but not required.
- Proficiency in MS Office, advanced knowledge of Excel and PowerPoint preferred.
- General knowledge of database software, Adobe and the ability and willingness to adopt and learn other software programs and applications.
- Familiarity with standard office equipment, including printers and audio-visual equipment.
- Self-driven, detail-oriented, and organized with the ability to prioritize tasks, delegating when appropriate, effective written and verbal communication, problem-solving skills using creativity to suggest improvements and solutions, and the ability to work independently.
- Strong interpersonal skills to help CCLP build and maintain relationships and strategic alliances with people of diverse backgrounds, cultures and perspectives.
- Paralegal skills and familiarity with legal terminology, or willingness to develop legal research and investigation skills.
- Experience relevant to CCLP's mission is valued. Must embrace social and economic justice issues and the mission of CCLP, including its commitment to diversity, inclusivity and equity.

Physical Requirements

- Prolonged periods working on a computer.
- Occasional movement inside the office to access filing cabinets, office equipment, etc.
- Ability to manage incoming and outgoing phone calls.
- Occasional local travel.

Work Environment

CCLP maintains a supportive, connected work environment where teammates work closely in collaboration towards shared organizational priorities. We value each individual and the diverse identities and perspectives they bring to the team and strive to create a balance between demanding work and radical self-care. CCLP offices provide a dedicated workstation, computer, and height-adjustable desks. Remote work is possible when office presence is not required for business operations or team building.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Benefits

CCLP offers a competitive benefit package which includes but is not limited to the following: Paid Holidays; Unlimited Paid Leave and Other Paid Leave; Disability; Life



Insurance; Employee Loan Solution; Financial Planning and Advisement; access to group plans for: Health, Dental, Vision Insurance, Health Savings Account, Flexible Spending Account, and Retirement Plan – 403b and Roth options. For those interested in employing their Spanish language skills for the advancement of the mission and vision of Colorado Center on Law and Policy (CCLP), additional compensation may be considered.

To Apply

To be considered for this position, please submit a cover letter, resume, and writing sample to CCLP via email to hr@cclponline.org and include Office Manager in the subject line. Applicants will be reviewed as they are received, and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.