

# VisibleNetworkLabs

## **POSITION DESCRIPTION: Administrative Manager**

**Position Title:** Administrative Manager

**Position Type:** Full-Time Salaried or Part-Time

**Employer:** Visible Network Labs

**FTE Salary Range:** \$50,000 - \$60,000

### **About Visible Network Labs (VNL)**

VNL is a social enterprise whose mission is to facilitate a supportive network of people, organizations, and communities who believe in the value of working together to promote social connectedness. We provide technology-based tools ([PARTNER CPRM](#) and [PARTNERme](#)) and services that help people leverage network science to strengthen supportive connections and improve the outcomes of their work. Our growing team is made up of people committed to our core values and focused on reaching goals for ourselves and our partners. Like us, our clients often have a social mission, and we take a community-based participatory approach in developing feasible and impactful solutions.

- Our typical [PARTNER CPRM](#) client is a public or non-profit organization that has invested in a collaborative, network approach to solving a specific social change goal. We partner with them in assessing the extent to which their approach is achieving effective and lasting systems change, focusing on translating research to practice, supporting continuous quality improvement, and building network leadership capacity.
- Our typical [PARTNERme](#) client is a health or social services provider aiming to incorporate assessment of their clients' social support networks and social determinant of health needs into their workflows.

We have over 20 years of experience providing network and systems evaluation solutions to clients including the Robert Wood Johnson Foundation, County Health Rankings & Roadmaps, Kaiser Permanente, the US Department of Veterans Affairs, Help Me Grow, the Bill and Melinda Gates Foundation, and dozens of other foundations, public health departments, and universities.

### **Core Responsibilities: The primary responsibility for this role is administrative and executive support.**

- Completes a broad variety of administrative tasks including managing the CEO's calendar, scheduling meetings, composing and preparing confidential correspondence, arranging meeting agendas, and monitoring and occasionally responding to emails.
- Helps set priorities, manage incoming requests, and track deliverables on behalf of the CEO and the team.
- Develops documents, presentations, memos and other documents including managing confidential and time sensitive matters with utmost professionalism and discretion.
- Provides excellent internal and external customer service, behaving in a manner that cultivates trust, respect, and teamwork.
- Exercises independent judgment in relieving executive of administrative details and provides a wide variety of general administrative duties in support of the leadership team and overall organization.

- Across the organization, provides logistical support for various meetings, performs set-up duties for meetings, takes and disseminates meeting minutes, sends agendas, and other materials as requested.
- Assists in facilitating organizational purchases as assigned,,tracks accounts, and submits expense reports to accountant as required.
- Provides Human Resources support.
- Plans company retreats and employee travel as needed.
- Contributes to a work environment that is marked by respect for others, that values inclusiveness, builds workforce diversity, and that fosters cooperation and teamwork.

### **Requirements**

- At least three years experience providing administrative support to executive or management personnel.
- Effective and timely communicator.
- Self-starter: You anticipate what is needed, take initiative and make things happen.
- Adaptable: You thrive in working independently and as part of a team. You find roles with flexible parameters energizing.
- Organized: You have strong project management and time management skills; highly organized, detail-oriented, with a commitment to work independently and as part of a team.

### **Benefits**

- Thrive in a work culture in which your colleagues share your passion for solving big social problems. VNL is a mission-driven social enterprise that focuses on improving social connectedness for people and communities. We are growing rapidly but carefully and are hyper focused on finding the right people to join our team, both in terms of skills and culture fit.
- Enjoy a generous PTO and benefits package including medical, vision, dental, 401k, life insurance, laptop, and annual professional development allowance. At VNL, we internally practice what we externally preach through our products and services, by regularly measuring employee satisfaction and well-being and continuously working to ensure a supportive work environment that promotes professional success and work/life balance.
- While Denver is the preferred home base for this position, work from anywhere in the United States is possible. We are a highly collaborative but fully remote company with a base in Denver, Colorado, but staff living across the country. We come together several times a year for company retreats.
- Advance your career with annual opportunities for promotion. VNL is strongly committed to salary equity throughout the company and to profit sharing.
- Ability to work part-time.

### **To Apply**

Please submit your resume; cover letter; and contact information for 3 references to [kelly@visiblenetworklabs.com](mailto:kelly@visiblenetworklabs.com).

*VNL is an equal opportunity employer. All employment decisions at VNL are based on business needs, job requirements and individual qualifications without regard to race; color; religion or belief; gender identity or expression; national origin; political affiliation; sexual orientation; marital, civil union or domestic partnership status; mental, physical or sensory disability; genetic information; age; HIV status; membership in an employee organization; pregnancy; parental status; military service; or any other status protected by law. Candidates who are underrepresented in the fields of network and data science and research and evaluation are strongly encouraged to apply.*

*VNL requires that all employees provide proof of full vaccination for Covid-19 prior to the first day of employment. This means 2 doses of the Moderna or Pfizer vaccine or 1 dose of the Johnson & Johnson vaccine. Employees must also comply with any future federal guidance on Covid-19 booster shots. Exemptions from this policy may be granted for religious or medical reasons. This policy provides confidence to our clients (e.g. health care and those that require we have a vaccinated staff for funding) and other employees (e.g. when we have in-person meetings).*