



Office Administrator

Reports to: Director of Client & Volunteer Operations

Canine Partners of the Rockies (CaPR) is a 501c3 service dog organization that has been enabling Coloradans living with disabilities to live more independent lives by matching them with highly skilled assistance dogs since 2002. CaPR is a tight-knit, collaborative team that relies heavily on its passionate community of volunteers and the well-being of its dogs. The Office Administrator plays an important role in keeping our daily operations running smoothly. This position handles central office administration, bookkeeping data entry, facility support, and essential database upkeep.

As CaPR continues to expand, we are looking for a personable, highly organized, and tech-savvy individual who thrives in a supportive environment, balances diverse tasks with ease, and loves working alongside dogs. If you like the idea of using your organizational skills to change human lives while hearing the gentle thump of a happy tail under your desk, you're in the right place!

POSITION RESPONSIBILITIES

- Be the first point of contact for the public, managing incoming phone calls, physical mail, and central emails, and routing inquiries to appropriate staff.
- Audit, purchase, and maintain an organized inventory system for general office, facility, and cleaning supplies.
- Purchase dog food, treats, and program gear based on coordinator lists and forms.
- Coordinate physical workspace setups for incoming staff and university interns, and maintain updated internal calendars and directories.
- Sort, track, and deposit physical financial donations weekly, and generate corresponding intake reports for leadership.
- Draft formal donor acknowledgment letters and coordinate executive signatures.
- Input utility bills, incoming vendor invoices, and in-kind donations into QuickBooks, and follow up with staff to collect missing expense receipts.
- Assist with Salesforce CRM database entry, record updates, and routine data hygiene.
- Vet, log, and organize incoming veterinary invoices and records into the database.
- Scan hard-copy records for digital backup, manage secure file shredding, and assist with formatting updates for volunteer handbooks.
- Provide logistics support for local graduation ceremonies, fundraising galas, and



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community outreach events, including packing and transporting materials.

- Develop a comfortable level handling service dogs in training safely around the office and contribute to keeping the facility tidy.

Work Responsibilities Environment

- Work environment includes performing tasks and computer work at a training center that can be loud, including from barking dogs.
- This position requires bending, stooping, kneeling, crouching, standing for extended periods, and the ability to lift 40 pounds unassisted (e.g., dog food bags, event crates).
- Occasional use of a personal vehicle for local office errands is required (mileage reimbursed in accordance with IRS guidelines).
- This position may require occasional evenings or weekends to assist with events.

Knowledge and Skills Required

- Strong verbal and written communication skills, with a warm phone manner and professional email etiquette.
- Exceptional organizational habits, punctuality, and sharp attention to detail.
- High flexibility and adaptability when switching between public-facing, administrative, and light facility needs.
- Strong sense of TEAM and alignment with CaPR's mission of serving people with disabilities.
- Minimum of beginner level Microsoft Excel, PowerPoint, Outlook, and Word proficiency.

Additional Desired Skills

- Prior exposure to entering records or navigating in QuickBooks.
- Prior experience navigating a relational database, specifically Salesforce CRM.
- Previous experience or high comfort level working or living around large, active dogs.

Position Type: Part-Time (28–32 Hours/Week), Monday through Thursday, 9:00 AM start time.

Compensation: Hourly pay rate range is \$19.50 – \$21.50 / hour, based on experience level.

Equal Employment Opportunity: We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.

To apply, submit your resume to: miki@cpotr.org