

EXECUTIVE ASSISTANT, DELTA DENTAL OF COLORADO FOUNDATION

Delta Dental of Colorado's vision is, "A healthy smile for all." We work to reach this goal through the company business as well as the community benefit focus of our nonprofit mission, "to improve the oral health of the communities we serve." Our rich history of giving back to the community includes our mission-building corporate social responsibility and Delta Dental of Colorado Foundation's grant-making, which addresses oral health equity.

We believe that a healthy mouth leads to a healthy life. Every day we partner with communities to re-imagine how all of our neighbors access, benefit from, and value the importance of oral health care. Because when we go the extra mile for every smile, we elevate the well-being of all Coloradans.

The Executive Assistant provides vital, complex and confidential administrative support to the Vice President of Corporate Social Responsibility and Executive Director of the Delta Dental of Colorado Foundation as well as the Foundation Board of Directors and staff.

This visible role is important to the overall Delta Dental culture and team member engagement. Our CSR work focuses on volunteerism (includes financial donations, giving campaigns and board participation), sponsorships and in-kind support, strategic partnerships and sustainability. The Foundation is the state's only funder specifically focused on oral health. We reach community members that fall outside the services DDCO offers as the state's leading dental insurance provider. We know not everyone is served by the traditional dental insurance system yet we value everyone having good oral health.

Required qualifications include at least five years of executive-level administrative support experience, with at least three years supporting a Board. Outstanding written and verbal communication skills and the ability to interact with all levels of team members, Board members and vendors are also required. Intermediate to expert knowledge of Microsoft Office suite, videoconferencing technology and database concepts are important technical skills. Exceptional organization and project management skills are vital to success.

As an Equal Opportunity & Affirmative Action employer, an applicant with a disability or a disabled veteran has the right to request reasonable accommodation required to apply and be considered for one of our positions. To request accommodations for the purpose of applying for one of our positions, you may contact Delta Dental Human Resources at 303-741-9300.

To apply, visit

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=AE75180DFB7DDE49D298A351C399F196>.

Learn more about the Delta Dental of Colorado Foundation at <https://www.deltadentalcofoundation.org/>