

Meetings/trainings/events

Meeting admin support and planning form - [Meeting planning guide](#)

Meeting administrative support <i>Reserve rooms (on or offsite), make calendar appointments, set up and take down equipment and take minutes. Setup and run Zoom and Google Meet as needed.</i>	Contact Alex
Event Coordination <i>Assist with pre-planning of event, organize logistics, find venue, liaise with venue and provide administrative support as the event</i>	Alex, Briar as backup

OPPI operations team



Briar Clayton x2105
Alex Beyer x2087

*“When you’re on your own,
and you need some help, who
you gonna call?”*

OPPI Menu of Services



COLORADO
Office of Planning
& Partnerships

Department of Public Health & Environment

General office administration

Documents <i>MS Office Suite, Visio, Adobe, Google Docs</i> <i>Format, edit, create forms and provide basic technical assistance</i>	Contact Briar, Alex
New employee orientation/separation <i>Coordinate with supervisors and maintain checklists</i>	Briar
General technical assistance <ul style="list-style-type: none"> • Google • Formsite 	Alex Briar
Print orders <ul style="list-style-type: none"> • Print shop coordination • Order and pickup 	Alex
Procurement/office purchases	Alex
Travel <i>Provide technical assistance and forms routing for groups and individuals</i>	Alex
Office calendar administration	Alex, Briar as backup

General office function instructions & forms

- LPHA data and contacts management - [OPPI contact update form](#)
- Remote voicemail help - [Instructions](#)
- List of office accounts details - [link to document](#)

Communications

Surveys <i>Assistance with developing, tracking results and providing technical assistance</i>	Contact Briar
Brochures/flyers <i>Design and format layouts and update content</i>	Briar, Alex
Weekly update	Alex
Website <i>Maintenance requests and postings</i>	Briar, Alex
Mass emails <i>Assistance with sending mass communications to external partners, provide contact lists internally</i>	Alex
Physical mail <i>Assistance with sending physical mail internally and externally</i>	Alex

Contract/fiscal related services

ITSR/PRF/OFF* forms <i>Process knowledge, policies and assistance with forms completion</i> <i>*OFF must be completed, routed and approved 30 days prior to the event</i>	Contact Alex
Records retention/archives <i>Knowledge of retention guidelines, forms and processes, storage and destruction timelines</i>	Briar
Contract monitoring <ul style="list-style-type: none"> • Documentation • Contract questions 	Briar