



Project Angel Heart Seeks Administrative Coordinator

Organizational Mission: Project Angel Heart delivers nutritious meals to improve quality of life, at no cost, to those coping with life-threatening illness throughout Metro-Denver and El Paso County.

Position Summary: Provides assistance with and is responsible for a broad range of administrative, HR, light accounting, and office related duties in high-paced environment, working directly with the Senior Vice President

Amount of Time and Status: Non-exempt, 40 hours per week, Monday – Friday

Reports to: Senior Vice President

Supervises: One full-time Administrative Assistant

Essential Responsibilities:

- Assists with Human Resources processes including job posting, resume screening, employee onboarding and file maintenance, annual review administration, benefit administration, ongoing staff anniversary recognition, payroll assistance and research and coordination of educational opportunities and trainings
- Facilitates administrative in-house systems including agency phone and voice mail system, security, office equipment and machines, servers, supplies, dry goods and printers; troubleshoots, orders supplies and updates as necessary
- One of two primary contacts for security/facility alarm issues and primary liaison between staff and off-site IT/server contractor
- Assists with regular document and process edits and updates; drafts and maintains internal documents such as Employee Handbook, personnel policies, onboarding documents, vehicle policies and others, as well as facility contracts
- Performs regular check and credit card deposit entries in Quick Books accounting system, as well as weekly accounts payable processing, employee reimbursements, vendor correspondence, and other light accounting work/data entry including annual audit preparation
- Oversees organizational credit cards for staff, compiles and enters statements monthly
- Supervises Administrative Assistant; communicates and delegates tasks as appropriate
- Position covers front desk in case of Monday-Friday Administrative Assistant absence
- Communicates regularly and proactively with the staff regarding administrative issues including weekly update email to all staff
- Serves as main day-to-day operational contact for tenants leasing space in the facility as directed
- Performs vendor research as directed to ensure cost savings and responsible budget adherence and act as primary contact to complete projects, as well as a variety of other administrative tasking

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- Serves as secondary contact for trash, recycling, composting, and cleaning vendors, communicating with them on behalf of the agency
- Assists Administrative Assistant as necessary with initiatives addressing the agency's sustainability values, including organizational efficiency changes that improve the agency's environmental and fiscal sustainability; sustainability-related statistics, staff activities or presentations, renewal of certifications, seals and other standards
- Other duties as assigned

Required Qualifications/Experience:

- Minimum two years administrative, HR and bookkeeping experience or equivalent required; college degree highly preferred
- Minimum one year prior supervisory experience of staff or volunteers mandatory
- High computer proficiency; experience with Microsoft Office and Quick Books; quick adaptation to new programs a must, with WordPress experience a plus
- Excellent written and verbal communication skills, including outstanding knowledge of grammar and ability to tailor writing tone to a variety of audiences and contexts
- Extreme detail-orientation and accuracy with both numbers and written documentation
- Deadline-driven with a strong ability to forecast unforeseen challenges for executives and accomplish tasks proactively
- Dependability, strong problem solving and organizational skills
- Ability to balance, prioritize and perform multiple tasks
- Passion for Project Angel Heart's mission and desire to work as part of a staff team
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Valid Colorado Driver's License and own transportation

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using fax, copy, and postage meter machines. Position may require occasional moving of materials up to 45 pounds around the office or in and out of a vehicle.

Compensation:

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, short and long-term disability insurance, generous paid time off, wellness and meal benefits and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:

Please submit resume and cover letter via email only to jobs@projectangelheart.org. No phone calls, please. Cover letter must explain salary expectations, why you are interested in this particular position, and why specifically at Project Angel Heart. Promising candidates may first be contacted via e-mail. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately