

**Job Description**

**Position:** Operations/Facilities Manager  
**Classification:** Exempt  
**Reports to:** Chief Financial Officer  
**Location:** Denver  
**Starting Salary:** \$45,526

**ORGANIZATION SUMMARY:**

Colorado Health Network, Inc. is a statewide not-for-profit health services organization with a mission to equitably meet the evolving needs of people affected by HIV and other health conditions through prevention, care, and advocacy. The open position is based in the Denver office. Infrequent travel to our offices in Colorado Springs, Pueblo, Fort Collins, Greeley and Grand Junction will be required.

**POSITION SUMMARY:**

The Operations/Facilities Manager monitors and manages the administrative and facilities needs of the statewide organization. Depending on company needs, this job may focus on a range of activities including general maintenance/improvement of buildings, access control and other functions related to facilities, data and information (including telephones), accounts payable support, maintaining files, maintaining kitchen/building clean up duties, inventorying data and equipment, formatting tables and graphs for reports and presentations, implementing document revisions, assisting with meeting and social event logistics, and ensuring that the office runs smoothly.

**QUALIFICATIONS**

**Knowledge, Skill and Ability:**

- The following computer skills are required of applicants: familiarity with Microsoft Outlook, Word, Excel, Access, SharePoint and the internet.
- Excellent communication, client relations and management skills.
- Highly organized and detail oriented.
- This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency;
- Must demonstrate accuracy, efficiency and excellent organizational skills.
- Must demonstrate effectiveness in the following areas: prioritizing tasks; project management; teamwork; time management; communication.

**Education or Formal Training:**

- Minimum Bachelor's degree or equivalent experience; Master's Degree is preferred.

**Experience:**

- One year of related experience is required.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Manage administrative contracts.
- Perform Vendor Selection for new and renewal contracts.
- Ensure tickets related to building issues-access control, parking, phones, temperature, and other functions are completed in a timely manner.
- Procure office supplies, office equipment, and software.
- Maintain CHN owned properties.
- Update and maintain inventory.
- Manager Physical Access Control (access card system, alarm system, and physical keys); respond to calls from alarm companies.
- Manage security protocols and security camera systems.

- Manage Phone Systems.
- Assist Senior Management with executive duties such as filing, booking travel, preparing PowerPoint presentations, etc. as needed.
- Coordinate Operations and Safety trainings.
- Renew the organization's commercial insurance.
- Assist Accountant with A/P processing.
- Maintain the general upkeep of building, including occasional snow removal and regular trash duty around the outside, kitchen and bathroom clean-up, meeting rooms and other common areas as needed.
- Maintain postage meters and supplies.
- Other duties as assigned.

### **MANAGEMENT**

#### **Task Management:**

- Provide company/project managers with regular, written and verbal status updates related to their progress on tasks.
- Assess workload and availability and manage multiple responsibilities with ease, good communication, coordination and efficiency.
- Provide analysis of costs on a quarterly basis.

### **OTHER DUTIES/RESPONSIBILITIES**

#### **Writing/Product Development:**

- Format tables, graphs and documents for reports and presentations and implement document revisions associated with procedures and policies.

#### **General Responsibilities:**

- Promote positive client relations.
- Regular participation in company meetings.
- Accurate and timely expense and time tracking.
- Responsible use of company equipment and resources.

#### **Material and Equipment Directly Used:**

- Works with standard office equipment including computer workstation, printers, copiers, scanners and fax machine.
- Works with word processing software, spreadsheet applications, and presentation software.
- Communicates with clients and vendors using telephone, e-mail, the Internet, and fax.
- Occasionally works with or coordinates a team to work with power tools, shovels, vacuums, mops and brooms and dustpans.

#### **Working Environment/Physical Activities:**

- Works in an office environment.
- May travel to offsite locations.
- Requires ability to lift up to 45 pounds of materials.
- Requires clear speaking ability and the ability to use a telephone for extended periods.
- Requires ability to view a computer screen (near acuity).
- Requires fingering agility for keyboarding and using a telephone and other office equipment.
- Requires ability to perform occasional snow removal and de-icing.
- Requires ability to perform light cleaning tasks.

***As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.***

**General Benefits Description:**

We offer full-time employees a comprehensive benefits plan that includes Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, AFLAC, Long-Term and Short-Term Disability.

**How to Apply**

Please email a cover letter and resume (subject line must be "Operations/Facilities Manager") to  
HR@coloradohealthnetwork.org.

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Closing Date: OPEN UNTIL FILLED