
COLORADO HEALTH NETWORK INC.

Job Description

Position:	Operations and Facilities Coordinator
Classification:	Non-Exempt
Reports to:	Operations Manager
Location:	Denver Office
Starting Salary:	\$42,848 (3 years or less experience) \$47,132 (3+ years of experience)

Position Summary: The Operations/Facilities Coordinator monitors and manages the administrative needs of the organization. Depending on company needs, this job may focus on a range of activities including general maintenance and upkeep of the building, scheduling service calls, maintaining building access control, snow removal, landscaping and other functions related to facilities, data and information. Additional duties include maintaining files, maintaining kitchen 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. The position also provides backup/supportive duties for administration.

COVID-19 Information: *It is an essential function and business necessity of the job that all employees are vaccinated and that all new hires will be required to be vaccinated within four weeks of hire. CHN requires proof of vaccination as this is a business necessity of the job. CHN will discuss reasonable accommodations for medical and religious purposes. If CHN considers making an offer of employment, CHN will inquire about vaccination status at that time, including whether the new hire currently has COVID-19 or has COVID-19 symptoms.*

Essential Job Functions:

- Track requests related to building issues-access control, parking, phones, printers, temperature, and other functions as necessary.
- Coordinate state-wide building related improvements and maintenance requests under the supervision of the Operations Manager.
- Self-perform minor repairs (battery changes, hanging pictures, painting, troubleshooting auto-sinks and toilets, etc.)
- Exhibit exceptional internal customer service with regard to employee requests.
- Track postage/copier/printer meter readings and manage supplies.
- Perform cost analysis to obtain competitive pricing on office supplies.
- Create and distribute company ID badges.
- Update and maintain computer/furniture/key inventory.
- Enter data into donor database and maintain a check receipts spreadsheet as needed.
- Maintain/coordinate general upkeep of the building, including occasional snow removal, removing litter around the building, kitchen and bathroom clean-up, lawn maintenance, meeting rooms and other common areas as needed.
- Assist Directors/Senior Management with executive duties such as filing, booking travel, preparing PowerPoint presentations, etc. as needed.
- Promote positive client relations.
- Regular participation in company meetings.
- Accurate and timely expense and time tracking.
- Responsible use of company equipment and resources.
- 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.

Qualifications:

One year of related experience is required.

Education:

Minimum Associate's degree; Bachelor's degree is preferred.

We highly recommend people of all educational background and life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized communities.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, SharePoint and the internet.

Knowledge, Skill and Ability:

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: task management; teamwork; time management; and communication with teams, managers, clients, and company consultants.

Material and Equipment Directly Used:

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax. Occasionally works with or coordinates a team to work with a shovel, vacuum, mop and broom and dustpan.

Physical Demands and Work Conditions:

Works in an office environment. May travel to offsite locations. Requires ability to lift up to 50 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, all 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 as well as by participating in CHN events & activities in a meaningful way 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, Long-Term and Short-Term Disability.

How to Apply

Please submit resume and cover letter (use "Operations and Facilities Coordinator" in the subject line) to the Human Resources department at HR@coloradohealthnetwork.org.

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

Colorado Health Network is an Equal Opportunity Employer (EOE)

Application Deadline: Open Until Filled