



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for men and women who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

St. Francis Center's programs and services are tailored toward adult women and men, and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, guests* have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

* SFC staff and volunteers refer to those we serve as "guests" because of our strong commitment to hospitality, welcoming everyone, and treating each person with dignity and respect.

JOB DESCRIPTION

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| <p>POSITION TITLE: Operations Administration Coordinator</p> <p>PRIMARY LOCATION: Denver, CO</p> <p>REPORTS TO: Director of Finance</p> <p>DATE: September 2021</p> | <p><input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT</p> <p><input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> ON-CALL</p> <p><input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY</p> |
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POSITION OVERVIEW

The Operations Administration Coordinator is responsible for the coordination of Agency operations administration functions, resulting in a well-functioning, supportive environment for staff, clients, volunteers and partners. The Coordinator is the primary point of contact for Information Technology (IT), Facilities Management (FM), and Supply Chain (SC) for the Agency. This position will also support the other functions of the Finance Office as needed. This is a position that requires strong organization, creative problem-solving, and the ability to prioritize well in a multi-tasking work environment.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

Information Technology

- Serve as the organization's primary contact for IT infrastructure, hardware, and software matters.
- Educate staff about IT support resources, including appropriate channels for incident reporting.
- Work with IT teams to address any internet and telecommunications service disruptions, liaising with local service providers.
- Maintain IT inventory and provide training to staff on IT-related matters as needed.

Facility Management

- Coordinate repairs and improvements with property managers as needed.
- Manage office and equipment purchases and leases for all SFC locations.

- Support smooth functioning of office infrastructure including communications equipment and services, which includes phone management.
- Support allocation of workspaces and employee needs such as building access.

Supply Chain

- Serve as the primary point of contact for office management, including ordering supplies, equipment, etc. and coordinating with departments to accept deliveries and coordinate servicing and repairs as needed.
- Coordinate automobile fleet management, maintenance, and scheduling repairs as needed, ensuring safety and reliability of fleet vehicles.
- Aid in tracking inventory and establishing systems for tracking items distributed.

Accounting

- Fixed asset tracking.
- Assist with annual budget preparation and the annual financial audit.
- Assist with grant billing and compliance as needed.

Other Duties

- Provide support to organizational safety and security teams as needed.
- Provide onboarding support as needed for new staff.
- Other duties as assigned.
- We are a small, dynamic team, and at times everyone is required to do a bit of everything. You may be asked to take on other responsibilities from time to time.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Bachelor's degree or equivalent work experience
- 3+ years of experience in Information Technology, Facility Management, and Supply Chain management.
- 1-3 years of experience coordinating projects, working in a finance and operations environment in a nonprofit organization.
- Excellent communication and negotiation skills. Must be able to confidently discuss operational options and solutions with a variety of stakeholders.
- Experience in working with diverse project teams that include cross-departmental contributors.
- Experience in analyzing and improving operational and financial performance.
- Comfortable with a computer environment including Microsoft Office Suite (Outlook, Excel, and Word).
- Able to work independently with efficient time management skills.
- Strong problem solving skills.
- Ability to organize and prioritize in a multi-tasking work environment.

- Able to work with and support others in the organization.
- Detail-oriented self-starter who is internally motivated and also excels in a team environment.
- Leadership qualities such as creativity, capacity to motivate others, understanding teams and their needs, eagerness to accept responsibility, and intelligent and action-oriented judgement.

PHYSICAL/MENTAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; talk, and hear. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Regular computer use throughout the day, ability to sit for lengthy periods of time.

Ability to lift/push/pull/carry various objects of 10 pound frequently and 25 pounds occasionally.

The noise level in the work environment is usually moderate.

SALARY/BENEFITS

Salary: \$19-21/hour

This is a full-time, non-exempt position with a robust benefit package including:

Employer-paid health insurance with an HRA plan

Employer-paid dental insurance

Employer-paid life insurance after 1 year of employment

Robust pension plan after 1 year of employment (5% plus a dollar-for-dollar employer match up to 4%)

Generous employer-paid sick/PTO leave

TO APPLY

Qualified persons may apply by sending a cover letter and resume to applications@sfcdenver.org or Christiel@sfcdenver.org

Your cover letter should explain how the position fits into your professional goals. Resumes without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

In accordance with the City of Denver's Public Health Order - New employees will be required to provide proof of vaccination **PRIOR** to their start date or obtain a Medical/Religious exemption **PRIOR** to date of hire.

On the e-mail subject line, please write "Operations Administration Coordinator opening"

E-mail: applications@sfcdenver.org or Christiel@sfcdenver.org

Individuals with criminal backgrounds are invited to apply. All SFC employees undergo a background check.

DISCLAIMER: This is not necessarily an exhaustive list of all the responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require that other or different tasks be performed as assigned. This job description does not constitute a contract of employment, and Saint Francis Center may exercise its employment-at-will rights at any time.

Saint Francis Center is an Equal Opportunity Employer.