



OPERATIONS AND ADMINISTRATIVE COORDINATOR

Grow with us!

ABOUT US:

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and accessible North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members.

ABOUT THE ROLE:

We're seeking a Bilingual (Spanish/English preferred) Operations and Administrative Coordinator to join a driven, collaborative, and inclusive Operations Team at Growing Home! The Operations and Administrative Coordinator will provide administrative support in the areas of executive assistance, operations, human resources, and finance. The Coordinator will assist with office management, facility maintenance, vendor support, technology distribution, and human resources assistance, including orientation and personnel file management and assist the finance operations.

Additional responsibilities include:

- Provide executive assistance to the CEO with administrative tasks, scheduling, board meeting support, and correspondence
- Facilitate a welcoming work environment by greeting visitors and assisting them with requests as needed
- Support the Controller with tracking gift cards and donations, preparing annual tax forms, and performing additional duties as needed
- Manage our finance platform, Zoho and support staff with navigating the platform
- Support the Controller with finance data entry
- Perform routine office supply and inventory checks
- Check the mail and distribute it to staff; process check donations
- Maintain office and kitchen cleanliness; manage the cleaning vendor contract and source a new cleaning vendor
- Manage the office key inventory and make key copies as needed
- Set up office spaces with office supplies, technology, and furniture; build new technology and furniture as needed
- Support the Operations Manager and other staff with hiring tasks like job postings, filing applicant materials, updating new hire paperwork, supporting the digitization of new hire orientation, etc.
- Support with personnel file administration, including organizing personnel files and collecting required policy forms throughout the year
- Support the Operations Manager with all staff communication on staff-wide items
- Manage the organizational calendar

ABOUT YOU:

- Bilingual (Spanish/English) preferred
- At least 2 years of administrative, executive assistance, operations, finance, bookkeeping, human resources, or office management experience required
- At least 2 years of experience in an administrative role reporting directly to upper management and executives or previous leadership experience required

- Experience performing basic maintenance and handiwork such as building office furniture, installing signs, moving furniture, making small repairs, cleaning up messes, etc., preferred
- Experience working with confidential information and ability to maintain confidentiality
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines effectively and independently
- Self-starter and quick learner when it comes to efficiency, systems, and processes
- Excellent written and verbal communication skills
- Experience with Microsoft 365, Teams, and SharePoint or ability to learn quickly
- A passion for the community and the ability to create a sense of belonging for all
- The ability to lift up to 50 lbs. and be on your feet for at least two hours a day when in the office

For a full job description, please click [here](#).

WHY YOU SHOULD WORK AT GROWING HOME:

- Competitive Pay: \$50,000-\$52,500
- Company sponsored medical, dental, and vision plans (employer pays 88% of premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, vision plans)
- Paid wellness time each week
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer paid life insurance
- Medical and dependent care FSA options available
- Cell phone stipend
- Wellness reimbursement
- Positive, inclusive workplace
- Dedicated resources toward professional growth and development

HOURS OF WORK AND LOCATION:

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9:00 am – 5:30 pm, with some evenings and weekends required
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required. After the completion of three months of in-person work, a hybrid and flexible work schedule will be permitted, with a minimum of four days a week in person.

Note: Systemic inequities in hiring have caused women, people of color, LGBTQIA+, and others to apply for jobs only if they meet 100% of the qualifications. Growing Home encourages anyone who believes they have the skill and drive to be successful in this role to apply.

Please apply with a resume [here](#). No walk-ins, please. Applications will be accepted until Monday, March 31, 2025.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.