



OPERATIONS ADMINISTRATOR JOB DESCRIPTION

POSITION/TITLE: Operations Administrator
POSITION TYPE: Full Time, Non-Exempt
REPORTS TO: Director of Culture

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. As a community-centered organization, we work in partnership with those with lived experience to ensure programs and services are experience-informed and meet the needs of our community. In partnership with the community, we advocate for local and state policies that will create a more thriving, healthy, and accessible Colorado.

CORE VALUES: We grow when we...Belong. Learn together. Partner with the community. Celebrate strengths and prioritize well-being. Recognize our work has impact.

GENERAL PURPOSE:

The Operations Administrator is responsible for managing Growing Home's day-to-day operations by ensuring that staff have the tools they need to support the mission of Growing Home. The Operations Administrator manages and oversees various operational tasks, including vendor management, office organization and purchasing, facility maintenance, business insurance, staff-wide communication, onsite IT inventory management, and Microsoft 365 administration. The Operations Administrator will support with human resources tasks like personnel file management, HR database support, onboarding, offboarding, and benefits open enrollment. They will also support finance-related tasks such as gift card tracking and distribution, invoice processing, check deposits, and budget development.

RESPONSIBILITIES:

Operations

Facility and Office Management

- Responsible for the day-to-day management of on-site office facilities operations
- Lead and manage vendor contracts and vendor relationships for the cleaners, water delivery, property managers, managed IT service provider, phones, internet, copiers, fire safety, and cabling
- Work with the building property managers to communicate maintenance requests and ensure their completion
- Maintain a clean and organized office workspace environment, including serving as the point of contact for facility maintenance needs including communicating cleaning requests and feedback with the cleaning vendor
- Communicate necessary maintenance and office closure updates to staff
- Oversee the purchasing of office supplies, technology, furniture, and vendor contract procurement
- Manage, organize, and label onsite technology and other company property
- Distribute company property and keys to staff and maintain distribution records

- Manage tax exemption status for online and in store purchasing
- Assist in fleet maintenance, including registration and vehicle use
- Oversee the annual fire extinguisher service agreement and schedule onsite visits
- Support with office renovations, office move, and office reorganization as needed
- Enter operational expenses into Zoho for expense reporting for self and CEO
- Oversee insurance for the organization and work with insurance brokers for renewals, policy coverage, and claims
- Oversee and maintain certificates of insurance and file insurance claims as needed
- Update and maintain operational tracking lists and records for company property, subscriptions, office supplies, vendors, insurance providers, codes, passwords, onsite equipment, and IT supplies

IT Management

- Be the main point of contact for operational vendors, including phones, copiers, internet, and the managed IT service provider
- Oversee managed IT service provider contract and serve as the main point of contact for computer network and internet-related items
- Facilitate and oversee IT repairs, issues, and projects
- Manage onsite IT inventory and tracking
- Provide and set up technology hardware for staff workspaces
- Manage employee technology onboarding and offboarding
- Maintain phone system for staff
- Maintain the Microsoft environment by serving as a SharePoint, Teams, and Microsoft administrator
- Provide support to staff and serve as a point of contact for Microsoft environment questions and training

Staff Support

- Communicate regularly with staff on important operational, HR, and organization-wide items
- Maintain the staff calendar for organization-wide important dates and reminders
- Maintain the room reservation calendars in Outlook
- Receive mail and sort to the appropriate staff, including logging of checks and cash received
- Support Growing Home events as the operations liaison by providing operational insight during planning meetings, assigning staff to event tasks, and providing guidance with technology, supplies, payment processing, and catering
- Maintain a healthy and safe work environment

Human Resources

- Maintain strict confidentiality with all personnel and proprietary information
- Support the Director of Culture with hiring and new hire orientation tasks as needed. Tasks include posting jobs, scanning and filing applicant materials, updating new hire paperwork, running background checks, supporting the digitization of new hire orientation, etc.
- Track and maintain accurate documents from employees, ensuring all paperwork is current and filed in the appropriate locations
- Support the Director of Culture with updating organization-wide documents, including the handbook, policies, benefit documents, employee forms, and staff contact information as needed

- Work with staff on workplace incidents and safety concerns by supporting them with the worker's compensation process
- Support with Paylocity administration in the areas of time and labor, recruiting, and personnel updates
- Support the Director of Culture with benefits administration, particularly during open enrollment
- Post labor law posters in the office
- Support the Director of Culture with employee offboarding, including sending out staff communications, paperwork archiving, and tracking returned Growing Home property.
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Finances

- Manage gift card inventory and distribution, including the secure management of gift cards across programs and ensuring accurate documentation and compliance
- Support the contract accountant with generating and processing invoices in QuickBooks, ensuring charges are accurately allocated to corresponding contracts and grants.
- Collaborate with the contract accountant to support proper expense classification and reporting.
- Handle the scanning and deposit of incoming checks, maintaining organized records and ensuring all financial documentation is filed appropriately and securely
- Support with budget development for the organization
- Update and maintain the annual operations budget

JOB QUALIFICATIONS:

- Bilingual (Spanish/English) preferred
- 2 to 5 years of experience in operations management, IT, project management, office administration, human resources, or other relevant fields preferred
- Proven track record in office management, vendor relations, business insurance, IT management, purchasing and receiving, human resources support, and communications
- Expert in Microsoft 365, including SharePoint, Teams, Outlook, OneDrive, Excel, Word, and PowerPoint
- Experience in HR database support, Paylocity preferred
- Experience with nonprofit bookkeeping and proficiency in QuickBooks Online preferred
- Ability to work independently, collaboratively, and manage competing priorities while taking the initiative to start new projects
- Organized, enthusiastic, efficient, and strong in customer service
- Understanding of and commitment to working with diverse people and families
- Ability to maintain professional boundaries and strict confidentiality
- Valid Driver's License and proof of valid vehicle insurance required
- Reliable vehicle required

WHY YOU SHOULD WORK AT GROWING HOME:

- Competitive Pay: \$50,000-\$57,000
- Company-sponsored medical, dental, and vision plans (employer pays 88% of the premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, and vision plans)
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer-paid life insurance
- Medical and dependent care flexible spending account (FSA) available
- Cell phone and wellness stipends

- Up to 5 hours of paid wellness time each week
- Positive, friendly workplace
- Growing organization; ongoing opportunities for 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. Dependent on job duties, hybrid work locations and schedule may be permitted after 60 days of successful employment. This hybrid schedule would include four days at the office and one day to be worked remotely per week.

Please apply with a resume [here](#). No walk-ins, please. Applications will be accepted until 5:00 pm on October 21, 2025.

Growing Home is an Equal Opportunity Employer.