



POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Administrative Coordinator	Employment Status: Full-time
Department: People and Culture	FLSA Status: Non-Exempt
Reports to: HR Generalist	Supervises: Volunteers

MAY 2024

Who You Are:

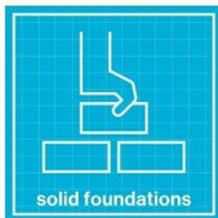
You are someone who people can rely on, and you are always there when they need a helping hand. You're comfortable "wearing many hats" and can move effortlessly between meaningful conversations, coordinating processes, and engaging in highly complex work. You are looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment on how you are organized, have a strong attention to detail, and maintain grace under pressure. You know in your heart it is time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten producers in the Habitat U.S. network nationwide.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Administrative Coordinator plays an essential role in supporting the people functions for Habitat Metro Denver and is responsible for general office operations and department support. The position's responsibilities include front desk reception coverage and administrative support of people operations. As the first point of contact for visitors to Habitat Metro Denver, this is a vital and busy role, requiring the ability to successfully prioritize and take initiative; while maintaining a calm, positive, and inclusive demeanor. Reporting to the HR Generalist, the Coordinator will perform duties within the HR function including payroll processing and database administration.

The following reflects the organization's definition of essential functions for the position but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential position functions.

CORE RESPONSIBILITIES:

Office Coordination

- Stationed at HQ's front desk reception area, this role is a skilled Habitat Metro Denver ambassador who maintains a welcoming, professional, and informative environment for all phone inquiries and in-person visitors.
- Trains, supervises, and motivates administrative volunteers to represent Habitat for Humanity's values.
- Maintains, orders, and organizes office supplies inventory; and manages mail processing.
- Coordinate meeting room logistics; including room reservations, maintenance, and usage compliance.
- Respects the confidentiality of all information they use, maintain, and acquire.
- Keeps the lobby, breakroom, and common areas neat, clean, and presentable.
- Continuously evaluates administrative practices and recommends improvements as appropriate.
- Opens and closes the facility Monday through Friday.

Human Resource Management System Support

- Processes weekly and semi-monthly payroll to ensure accurate, timely receipt of employee compensations in adherence to organizational policies and applicable laws.
- Assists in maintaining accurate electronic records for all employees, including setting up new hires, posting changes to current employees, and processing termination documentation.
- Acts as a direct liaison between managers, employees, and third-party service providers to continuously answer questions and resolve issues within the HRMS.

- Manages HRMS partners to determine and develop data export reports to meet Habitat Metro Denver's various compliance and audit requirements for the organization or other external agencies or regulations.
- Assists in training all relevant systems/processes to employees and managers, ensuring high levels of end-user efficiency and satisfaction.

General Departmental Support

- Supports the Employee Engagement Committee and Event Planning Teams with HQ special staff meetings and celebrations.
- Supports HR Team with various hiring tasks; i.e. job postings, interviewing, onboarding.
- Supports various departments with administrative tasks, special projects, and performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrate energy and passion for Habitat Metro Denver's mission and our Cultural Blueprint's values in all aspects of the position.
- Ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences.
- Proficiency and accuracy with Microsoft Office 365, Microsoft Teams, SharePoint, Outlook, and the ability to adapt as new technologies evolve. Database experience is a plus.
- Consistently displays integrity and professionalism with demonstrated ability to handle sensitive employee information with strict adherence to confidentiality protocols.
- The ability to take data from multiple sources/formats and combine it into highly accurate reports is critical to this position.
- Strong arithmetic/mathematical reasoning and accuracy
- A proven team-player who can shift between various tasks and priorities efficiently and accurately.
- Strong written and oral communication skills.
- The ability to work independently with limited direction at times.
- Ability to proactively problem solve with a strong attention to detail.
- Knowledge of principles and practices of payroll is desired.

EXPERIENCE:

- 2 year minimum administrative, customer service, scheduling, or similar general coordination experience required.
- Previous HRIS/HRMS or payroll experience preferred.
- Fluency in spoken and written English and Spanish is highly desired. French, Arabic, and other languages are a plus.
- Colorado Notary Public license is preferred; or the willingness to earn the license within the first 6 months of employment.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- This position will require sitting at a desk for most of the day and the ability to type.
- Able to lift and carry up to 25 pounds when necessary.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- In office position, Monday - Friday
- Habitat Metro Denver's office where this position will report to is currently located at 7535 E Hampden Ave #600, Denver, CO 80231 and is relocating to 430 S Navajo St, Denver, CO 80223 at the end of 2024.

The Starting Pay Range for this position is \$22.40-\$24.85 with consideration given for applicable education and/or experience above the minimum requirements. The Full Pay Range for this position is \$22.40 – \$27.30.

Benefits include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Parental Leave (PFML); and paid time to volunteer.

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75848&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our Careers Page:

<https://habitatmetrodenver.org/about/careers/>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.