

**Position Title:** Office Coordinator  
**Department:** Administration  
**Reports To:** Human Resources and Administration Manager  
**FLSA/Status:** Non-exempt/ Full time  
**Job Grade:** 5  
**Hiring Range:** \$52,000 to \$55,000 per year  
**Revised:** September 2024

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## WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

## WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.

## POSITION SUMMARY

Mi Casa Resource Center is seeking a detailed oriented professional with experience in office coordination, strong organizational skills and ability to multitask to join as Office Coordinator. The person in this role needs to be able to work a flexible schedule including evenings and weekends and all hours of the schedule are to be worked in the office.

The Office Coordinator is responsible for providing our employees and other stakeholders with a great facility and office systems experience. This position maintains day to day office operations and other administrative activities to ensure smooth operation of the office. This position also supports other members of the administrative team.

## KEY RESPONSIBILITIES

### **Leadership**

- May supervise interns and volunteers.

### **Operations**

- Coordinates the maintenance, improvements and repairs to the facility.

Purpose Statement- *Advancing Economic Prosperity of the Latino Community*

Vision Statement- *Prosperidad Latina - Thriving Latinos*

# MI CASA

## RESOURCE CENTER®

*Advancing Economic Prosperity of the Latino Community*

- Serves as primary point of contact for facilities maintenance vendors (like plumbing, HVAC, electrical, technology, janitorial etc.) and monitors their performance to ensure a clean and welcoming workplace.
- Maintains relationships with the property management team responsible for the condo in which the office is housed.
- Maintains door access systems, telephones, audio visual and room reservation systems.
- Coordinates all furniture and equipment (appliances, copiers, printers and computers) maintenance requests, improvements and repairs.
- Responsible for securing equipment and maintaining the equipment inventory tracking system to optimize inventory control procedures to track all equipment including desktops, laptops, Chromebooks and hotspots.
- Deploys equipment to staff and participants, recording such equipment in inventory tracking system.
- Works with departments and staff to ensure tidiness of shared office spaces (kitchens, training room, meeting rooms, etc.).
- Maintains a safe and secure facility including leading facility safety initiatives.
- Trains existing and new staff in office, facility and safety procedures and processes.
- Serves as the point of contact for facility rental enquiries, coordinates with the renters and performs all tasks related to renting the facility.
- Analyzes different vendors to obtain the best cost-effective deals and recommends best vendors based on that information.
- Administers parking protocol and enforcement.
- Updates and maintains all policies and procedures related to the facility and systems.
- Assists program teams, external partners and renters with event set up and logistics as needed.
- Provides evening coverage for classes or events as needed.
- Supports front desk coverage as needed by the team.

### **Independent Judgement**

- Uses experience to make decisions on assigned tasks.

### **Fundraising & Grants Management**

- May participate in fundraising events and workplace campaigns.

### **Other**

- Performs related duties as assigned within scope of practice.

### **QUALIFICATIONS**

- 2-4 years of demonstrated experience in facility/ office management or an equivalent combination of education and experience.
- A good understanding of technology, office systems/ software including audio visual system.
- Good computer skills including Microsoft Outlook, Word, Excel and database systems.
- Ability to work a flexible schedule including evenings and weekends to meet the needs of programming or rental requests.
- Bi-lingual in English/Spanish strongly preferred.
- Background check is required along with valid driver's license, good motor vehicle record and valid auto insurance.

### **KEY COMPETENCIES**

- Service orientated with effective communication skills
- Great organization skills and attention to detail
- Ability to multi-task, handle multiple demands and prioritize
- Excellent analytical and problem-solving skills
- Proactive with a growth mindset

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# MI CASA RESOURCE CENTER®

*Advancing Economic Prosperity of the Latino Community*

- Flexibility and adaptability
- Responsible and trustworthy

*We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.*

***Mi Casa Resource Center is an equal opportunity employer.***

**Interested individuals should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by October 18, 2024. Interviews may occur as qualified candidates apply.**