THE COLORADO TRUST

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Operations Coordinator
DEPARTMENT: Finance & Operations
REPORTS TO: IT Operations Manager
☒ Full time, non-exempt

The Colorado Trust
The Colorado Trust (The Trust) is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

General Description
Under the direction of the IT operations manager, this person coordinates all building operations support and projects. The operations coordinator ensures that the facility is fully operational; schedules and supervises maintenance repair work; maintains stock levels within budget; ensures compliance with state and federal safety regulations; coordinates building security; and maintains ongoing communication with contractors and staff. The operations coordinator assists the IT operations manager with basic user support and performs other routine administrative IT tasks, such as user account creation, contract renewals, equipment ordering and invoice processing.

Building and Office Responsibilities
- Coordinate phone, copier, postage machine and building system repairs and monitor system performance
- Coordinate contracts for building maintenance, compost, water, plant services and janitorial services to include all appropriate invoicing
- Coordinate with building ownership around building maintenance needs
- Ensure compliance with all safety and security protocols for the building
- Coordinate the ordering and inventory for kitchen and meeting room supplies
- Manage employee badges, security access and assigned parking passes
- Maintain and order office furniture, including ergonomic evaluations and orders to include regional office needs
- Order office supplies and maintain copy rooms and shared workspaces
- Handle the sending and receiving of U.S. mail and packages
- Maintain meeting rooms for internal and external use, including scheduling and upkeep
- Assist Human Resources in administrative functions

- Assist in event and meeting coordination for the Finance & Operations Department as needed
- Other duties as assigned

IT Responsibilities

- Procure, set up, inventory and decommission hardware (e.g., laptops, monitors, telephones, printers, copiers, meeting room audio-visual equipment)
- Track staff eligibility for device and internet reimbursements
- Set up wireless networks and hotspots
- Provide first level of support for basic IT issues, especially related to hardware and internet
- Review all IT invoices for accuracy before submitting for payment
- Coordinate with contractors and vendors to track status of firmware and software updates
- Assist IT operations manager with setting up and deprovisioning user accounts
- Assist IT operations manager with proofreading and coordinating translations of IT materials
- Assist IT operations manager with the purchase and renewal of software licenses, IT contracts and network domains

Qualifications

- High-school degree or equivalent (commensurate professional experience will also be considered)
- Customer service or internal staff support experience
- Experience using Windows computers equipped with Microsoft Office suite
- Basic technological proficiency and ability to learn new technological skills
- Strong attention to detail and follow-through
- Ability to handle basic administration maintenance operations (e.g., account setup and modification)
- Ability to communicate, both orally and in writing, in a positive, professional manner
- Ability to successfully implement tasks within deadlines
- Well-organized, with the ability to handle multiple priorities
- Ability to adapt to changing business needs
- Ability to maintain a confidential stance with respect to the business and affairs of The Trust and those with whom it has relationships
- Oral proficiency in Spanish preferred
- Experience working with third-party vendors preferred.

Personal Attributes

- Passion for and commitment to The Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Commitment to issues of community, diversity, equity, integrity and fairness
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Ongoing commitment to improving skills and knowledge acquisition
- Ability to handle confidential issues with discretion
- Action-oriented, self-starter work who can work well independently and in teams
- Creative and proactive problem-solver with a focus on solutions
- Ability to effectively manage time and meet deadlines.

Salary Range

$75,225 annually. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical and dental coverage, retirement plan, group life insurance and paid time off.

To Apply
Please apply via The Colorado Trust's online application system. Registration is not necessary to use this system. Document uploads maybe required. The application system is currently only available in English; applicants who prefer to apply in Spanish may apply via email if needed. All other applications must be received via the online application system. Please contact us with any questions you may have.

The deadline to apply for this position is 5 p.m. MST on Wednesday, Aug. 11, 2021.

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.coloradotrust.org.