OFFICE ADMINISTRATOR

Job Description

Status: Salaried, Full-Time, Exempt
Reports to: DIFRC Executive Director
Salary Range and Benefits: $60,000-$65,000; includes full medical, dental, vision, 401K, and PTO
Location: Denver, CO (in-office)
Application Deadline: OPEN UNTIL FILLED

Job Purpose

The Denver Indian Family Resource Center (DIFRC) is seeking an Office Administrator to serve as the administrative, financial, and human resources hub of the organization. This role requires versatility and the ability to manage competing priorities across functions in support of DIFRC's mission, goals, and objectives.

The Office Administrator supports the Executive Director and staff through a variety of tasks, practices, and procedures, communicating via phone and email to ensure all duties are accomplished accurately and in a timely manner. This position coordinates and oversees DIFRC's office functions for adequate cost control, smooth financial processes, and budgetary fulfillment. The Office Administrator handles confidential and time-sensitive material with discretion and sound judgment to ensure the success of DIFRC's daily operations.

Duties and Responsibilities

Administrative Duties

- Oversee the day-to-day functioning of the office, ensuring administrative processes run efficiently and maintain compliance with organizational policies.
- Supervise the Office Assistant and set clear expectations for excellent job performance.
- Maintain supplies inventory and purchasing.
- Implement/streamline filing systems to ensure proper retention, protection, and disposal of records.
- Establish and implement office policies and procedures to maintain order and efficiency.
- Manage sensitive information in a confidential manner.
- Complete other tasks as assigned.

Financial & Budget Support

- Process invoices and manage accounts payables and receivables.
- Assist with budget preparation and track expenditures.
- Coordinate with building management for office maintenance and repairs.
- Provide regular office operations reports to the Executive Director to identify areas for improvement.

Human Resources Support

- Support recruitment, onboarding, and training of new employees.
- Enroll new employees in benefits programs and payroll.
- Oversee and maintain employee files and records.
- Support positive employer/employee relationships.
- Support the performance review process by maintaining documentation, tracking review schedules, and coordinating with the Executive Director.
- Review and prepare staff timesheets in alignment with grant budgets.
- Maintain and update employee handbook; ensure compliance with applicable labor laws.
- Support a positive workplace culture and escalate employee concerns to the Executive Director as appropriate.

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Office 365, shared drives, Zoom, and Adobe Acrobat.
- Skilled in learning new digital platforms for human resources and payroll; experience with payroll systems preferred (EX: ADP. Nextep, PayChex, etc.)
- Strong financial knowledge in purchasing, accounts payables/receivables, and expenditure tracking.
- Skilled in creating spreadsheets, professional documents (letters, memos, emails), and forms
- Strong verbal, analytical, and problem-solving skills.
- Ability to operate standard office equipment: telephone systems and multi-function copiers
- Familiarity with American Indian/Alaska Native populations, or willingness to learn.
- Strong organizational and detail-focused skills with the ability to multitask.

Required Qualifications

- Proven experience as an office administrator, administrative assistant, executive assistant, or in a related role.
- Two or more years of human resources experience, including employee benefits administration.
- Proven experience in an office setting with knowledge of office management systems and procedures.
- Ability to engage with staff and clients using a trauma-informed approach that centers safety, trust, and cultural sensitivity.
- Excellent knowledge of Microsoft Office and shared drives.
- Outstanding communication and interpersonal abilities.
- Excellent time management and prioritization skills with the ability to multitask.
- Experience supervising or mentoring staff preferred.
- Experience working in a nonprofit or grant-funded environment preferred.
- High school diploma required; associate's or bachelor's degree in office administration or a related field preferred.

How to Apply
DIFRC is an equal-opportunity employer. However, applicant must demonstrate strong experience working closely with urban American Indian/Alaska Native populations and/or hold a deep knowledge of Native American cultural protocols.

Interested applicants are invited to submit a cover letter, resume, and three professional references. Applications will be accepted until the position is filled. A background check is required for employment.

Please submit application materials by email with Subject Line "Office Administrator Position" to the Executive Director: jholgate@difrc.org