



MILE HIGH FLOOD DISTRICT

2480 W. 26th Avenue, Suite 156B Denver, CO 80211
303-455-6277, FAX 303-455-7880, www.mhfd.org
An Equal Opportunity Employer

Protecting people, property, and our environment through preservation, mitigation, and education.

OFFICE COORDINATOR

Description:

This is a full-time, non-exempt position as an Office Coordinator with the Mile High Flood District (MHFD). This position is responsible for routine office activities including front office oversight for a 50+ employee office. The position will require up to 40 hours per week from 8:00 am to 5:00 pm, Monday through Thursday and 8:00 am to 4:00 pm on Fridays.

Duties and Responsibilities:

Responsible for Front Office Duties, including:

- Screens and directs calls
- Greets and directs visitors
- Sorts and distributes mail and deliveries
- Schedules meetings and conference room reservations
- Assists with meeting preparation including handouts, catering, and other day-of activities
- Keeps front office clean and organized to promote an efficient and professional work environment
- Coordinates pick-up and delivery of courier services

Responsible for Office Operations, including:

- Oversees the maintenance and supplies of office equipment including copiers, postage meter, etc.
- Monitors, stocks, and orders office, break room, and first aid supplies
- Coordinates office-wide events such as all staff luncheons, potlucks, and other staff events
- Manages correspondence with service vendors
- Coordinates daily activities between facility coordinator and property management office
- Assists with the renewal of professional memberships for engineering staff
- Assists staff in the scheduling, catering, and day-of coordination for various meetings
- Keeps break room tidy and restocked
- Assists the Human Resources Director with on-boarding of new employees, including preparing materials, work area prep, and updating office-wide reference materials
- Assists the Administrative Assistants with miscellaneous word processing and general office assistance

Minimum Qualifications:

- High school diploma or equivalent. Associates degree in Business Administration or related field is a plus
- Three (3) years of related experience in office management or customer service
- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and SharePoint

Key Competencies:

- Organized with the ability to prioritize and multi-task
- Excellent verbal, written, and interpersonal communication skills
- Customer-service oriented

- Professional attitude and appearance
- Reliable and accountable

Availability and Salary:

- Immediate Opening
- Starting Compensation Range: \$35,000 - \$43,000 (Compensation will commensurate with experience)

Contact:

Send cover letter and résumé to Amelia Deleon, Human Resources Director, adeleon@mhfd.org

MHFD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Last revised: August 2022