



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## Office & Administrative Coordinator

### **The Organization:**

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting local agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

### **The Opportunity:**

The Office & Administrative Coordinator position helps the entire We Don't Waste team move smoothly. This in-person position is the perfect job for someone who likes being part of a team, is a creative problem solver, and enjoys juggling a variety of tasks. The primary function of the Office & Administrative Coordinator is to provide support within the administrative, finance and HR functions of the organization. This person will need to be a strong multitasker who can balance planning, prioritization, and acute attention to detail. The Office & Administrative Coordinator will sit at the front desk and serve as the first person a visitor sees at the organization. The main duties will require skill sets in accounts payable/receivable, customer service, and general office duties. If you enjoy working with numbers and thinking about the best ways to organize and maintain processes to offer a high level of customer support both with our internal and external customers, this role could be for you!

### **Responsibilities:**

#### **Front Desk and General Office Support**

- Answer general We Don't Waste phone calls and respond to/forward general emails as needed
  - Support those inquiring about mobile markets to register and create reservations.
  - Answer general inquiries regarding We Don't Waste on phone, email and social media.
  - Transfer inquiries or emails to other departments as needed.
- Greet visitors and escort them to the appropriate areas or people.
- Manage and update phone system, including call flow, recordings and greetings on a weekly basis to ensure the community has current information regarding our Mobile Markets.
- Ensure furniture and AV equipment are operational and available as needed, working with established vendors to support maintenance and upkeep where required.



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- Monitor and distribute incoming/outgoing mail and incoming packages.
- Ensure that meeting spaces are clean, neat, presentable and stocked with refreshments and food as needed. Responsible for the kitchen cleaning assignments and serve as backup to the assigned person to ensure public spaces are clean for visitors.
- Work with our consulting IT and tech support vendor to troubleshoot IT issues, create IT tickets to add and update computers and security.
- Monitor and track IT tech inventory in Bamboo HR.
- Help with building maintenance needs. Coordinate repairs with the operations team, quarterly maintenance, etc., maintaining copies of cleaning and other contracts with vendors.
- Order office and janitorial supplies as needed and maintain supplies in an organized fashion.
- Develop and maintain office procedures for new and existing employees to ensure all staff are up to date regarding office processes and where to find what they need.
- Assist with managing key access for security system and tracking key assignments.
- Order food as needed for staff and board meetings.
- Assist with on- and offsite event support
- Maintain and organize We Don't Waste's digital and paper organizational filing system, including vendors, contracts, Board documents and organizational policies and procedures.
- Assist with printing and mailing of We Don't Waste documents.
- Provide data entry support to our internal databases.
- Work with the Green Team to support green practices including utilizing reusable products and green products.
- Light cleaning duties including organizing kitchen monthly, weekly reusable towel folding and maintaining a clean office space.
- Support Mobile Food Market team communications including occasionally attending markets, market team meetings and reservation support.

## **Accounting & HR Support**

- Process and code invoices and credit card receipts in Quickbooks, as received via hard copy or electronically. Process reimbursement requests for mileage and other expenses for employees. On average this will be 150-175 transactions per month. Follow up for receipts and invoices if needed from appropriate personnel
- Maintain digital filing system for invoices, receipts and recurring contracts to support audit and internal needs



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- Scan and maintain check deposit logs for the Accounting and Development teams
- Assist in onboarding and offboarding of new staff, including office tours, desk space coordination, and technology and systems training and set up phones, computers, google drive and business cards.
- Assist with ordering and assigning new credit cards and training employees regarding proper usage.
- Ensure accurate allocations and timely submission of employee timesheets to review for grant allocations. Review to ensure employees and managers have all approved timesheets prior to deadlines.
- Support the development of and continued updates to process documents and training for accounting and HR.
- Assist in assembling and printing materials and for monthly board meetings, Mobile Markets and mailings.
- Distribute and maintain birthday and anniversary cards for staff.

## **Required Qualifications:**

- Conversational in Spanish

## **Desired Qualifications:**

- Passion for the We Don't Waste mission.
- Bilingual in Spanish
- Minimum one year of experience in a related, administrative position.
- Strong verbal communication skills.
- Highly organized, with a record of accomplishment of attentiveness to detail, deadlines, documentation and timeliness.
- Excellent customer service, people and verbal and written communication skills.
- Experience in general office support preferred.
- Excellent written and verbal communication skills.
- Detail oriented, observant, and accurate. Able to quickly access information and solutions.
- Reliable, consistent, and highly organized. Able to follow tasks through to completion.
- Strong computer skills and aptitude to learn new software and systems. Familiar with Microsoft Office applications, Google Suite, (Gmail, Calendar, forms and sheets); QuickBooks experience preferred.
- Familiar with virtual and in-person meeting set-up. Comfortable with Zoom, Google Meet or other online meeting platforms; HDMI and projector connections; conference call services; etc.



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- Able to create a welcoming atmosphere for team members, clients, and visitors alike.

## **Salary/Benefits:**

The Salary range for this position is \$50,000-\$55,000 on an annual basis. This is an hourly position with a pay range of \$24-26.44 per hour. This position is a full-time position between 30-40 hours per week, based upon candidate's preference, and is eligible for benefits.

## **Why Work at We Don't Waste**

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year-end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

## **Application Process**

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at [careers@wedontwaste.org](mailto:careers@wedontwaste.org). Applications received by January 30, 2025, will be given priority and the job posting will be removed from our website when the position has been filled.

*We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. 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.*

## **EEO Statement**

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity,



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marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

### **Disclaimer**

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.