

## **DENVER METRO FAIR HOUSING CENTER OFFICE MANAGER**

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The Denver Metro Fair Housing Center (DMFHC) has an immediate opening for an Office Manager. The DMFHC is dedicated to eliminating housing discrimination and promoting housing choice for all people through education, advocacy, and enforcement of fair housing laws. DMFHC is a private non-profit organization established in 2012. DMFHC is active in six Denver Metro counties: Adams, Arapahoe, Broomfield, Denver, Douglas and Jefferson.

**Title:** Office Manager (Full-Time)

**Salary:** \$20-24/hour

**Please submit resume and cover letter. DMFHC retains the option to continue advertising until position is filled.**

**Education and Experience Requirements:** High School diploma or GED and two years experience in office administration. Must have non-profit bookkeeping experience.

**Job Description:** The Office Manager supports DMFHC operations by maintaining office systems and is responsible for overall office management, reception duties, administrative functions as directed by the Executive Director. Ability to reconcile and code in Quickbooks.

**Essential Job Duties and Responsibilities:**

- Greet visitors and clients.
- Handle multi-lined Phone System with extensions, and copier/scanner/fax machine.
- Answer incoming calls: providing general info and/or directing the caller to the person they need to speak with.
- Handle client referrals both internally and with an outside agency, as needed.
- Enter caller information into computer database.
- Support office management through purchase of supplies, mail related functions and deliveries, errands and office coordination.
- Maintain computer systems and equipment inventory.
- Coordinate meetings and teleconferences and provide accurate minutes or notes as requested.
- Coordinate mailings, e-mailings and dissemination of materials to Center's board of directors, the general public and other groups as necessary.
- Prepare accurate correspondence, memoranda and other business materials and documents as necessary.
- Maintain accounting transactions and records through QuickBooks.
- Assists as needed in keeping financial records current and accurate for accounting functions including financial audit(s).

- Utilize and maintains record of invoices and purchase orders.
- Assures all files and inventory records are properly maintained.
- Provide support to agency staff as needed.
- Exhibit a high level of personal energy and commitment.
- Assume other responsibilities as assigned by the Executive Director.

**Skill Requirements:**

- Competency in computer hardware operation and excellent capabilities with software, including Microsoft Word, Excel, PowerPoint, QuickBooks and Outlook necessary.
- Ability to generate and distribute accurate office correspondence, memoranda and other materials.
- Ability to handle complex administrative workload.
- Excellent communication skills.
- Ability to draft routine correspondence.
- Ability to maintain consistent professional composure and exercise excellent interpersonal skills.
- Dedication and support for civil rights and fair housing issues.
- Ability to represent the DMFHC in a professional manner.
- Bi-lingual Spanish useful but not required.

**Please send cover letter and resume to [info@dmfhc.org](mailto:info@dmfhc.org). Use subject line “Office Manager”**

***DMFHC supports affirmative action and are dedicated to promoting equal employment opportunity.***