



Denver Children's  
Advocacy Center

## **JOB DESCRIPTION**

**Title:** Office Coordinator  
**Reports To:** Director of Finance & Operations  
**Status:** Full Time - Exempt

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family- supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate, and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place timelimits on healing. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities.

### **General Responsibilities**

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

### **Summary of Position**

The Office Coordinator is responsible for welcoming children and families, assisting in the maintenance of the DCAC campus, supporting fundraising efforts, coordinating outreach and organizational activities, as well as supporting with general accounting duties.

This job description is not exhaustive of all duties to be performed, other tasks will be assigned as necessary.

### **Essential Duties and Responsibilities**

#### Office Management and Administrative Support

- Develop and carry out plan with Director of Finance & Operations to ensure DCAC campus is properly maintained, including serving as primary contact for external vendors

- Manage and coordinate office operations and procedures such as information management, filing systems, requisition of supplies, and other support services to maximize efficiency
- Serve as lead in answering calls general emails, greeting children and families, and providing administrative support to DCAC team
- Receiving and organizing incoming mail for all team members
- Assist with reliable front desk coverage for program teams
- Create a safe environment and engage in developmentally sensitive, culturally respectful interactions with children and families
- Perform basic cleaning in houses as necessary, as well as coordinate staff efforts to maintain the cleanliness of common areas
- Perform other duties/responsibilities as assigned to assist other DCAC department needs
- Assist in Human Resources functions, including benefits administration

#### Financial Functions

- Assist in day-to-day accounting functions of the organization including monthly invoice creation, recording of deposits and compiling documentation necessary to meet financial reporting requirements
- Maintain a system for tracking of claim submissions and payments from DCAC's sources of earned income
- Enter financial transactions into accounting system and document transaction details
- Data collection, entry, and reporting as needed

#### Fund Development and Outreach

- Maintain DCAC website and social media channels
- Marketing of DCAC-sponsored trainings, including email and print communications, with assistance from the development team
- Support in creation of content for marketing and program materials, including tasks involving basic graphic design
- Communications and follow-ups with donors in collaboration with development team
- Assist with coordination of DCAC-sponsored events, including registration and supporting attendees, communications with vendors, and more

#### **Competency**

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Able to work independently and as part of a team
- Able to work well under pressure and meet deadlines
- Demonstrates a high level of integrity and reliability
- Excellent communication skills both written and oral
- Strong organizational skills, including ability to plan ahead and involve other team members as needed

- Relationship building among different groups
- Problem solving abilities/leadership skills

DCAC encourages staff in learning, growing and gradually assuming more responsibility.

### **Qualifications**

- Strong computer skills, including experience with spreadsheets, accounting software (such as QuickBooks or similar), Canva and Microsoft Office applications
- Great attention to detail
- Excellent oral and written communication skills
- Understanding of generally accepted accounting principles (GAAP) a plus
- Highly organized and able to multi-task
- Ability to lift 30 pounds
- Ability to sit for extended periods of time
- Ability to tolerate numerous interruptions throughout the day
- Spanish language skills are a plus
- Must have reliable transportation
- Must pass background check

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### **Benefits**

Salary based on experience and qualifications (Salary range: \$48,000-53,000 annually). Denver Children's Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

**Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.**

To apply for this position, please email your resume and cover letter with *Office Coordinator* in the subject line to [HumanResources@DenverCAC.org](mailto:HumanResources@DenverCAC.org) . Applications will be reviewed on an ongoing basis until the position is filled