



People and Operations Administrator (Full-Time, 32 Hours)

Who we are

Project PAVE provides early intervention and violence prevention programs in the Denver metro area to further our mission of “empowering youth to build healthy relationships”. At PAVE, we integrate our experts in therapeutic support and our passionate team of educators to help our community heal from trauma, develop healthy relationship skills, and feel less isolated. For more information, please visit projectpave.org.

What you'll do

As the People and Operations Administrator, you will 1) support people and operations by providing administration for human resources tasks and 2) manage the operations of the organization with an emphasis on analyzing and improving organizational processes. Key responsibilities include:

- Manage all payroll administrative tasks, including accurate processing of bi-weekly payroll and 401k contributions, payroll reports, maintaining payroll records, and reconciling all payroll schedules
- Coordinate and support employee benefit programs, including medical, dental, disability, retirement plans, health savings accounts, and State Continuation
- Coordinate employee onboarding and offboarding processes, including overseeing the administration of new-employee paperwork, compensation and benefit set up, exit paperwork and interviews, and closing out benefits and pay
- Oversee database management systems and reports
- Oversee technology projects and needs, working to safeguard and advance the organization
- Support operations with a variety of administrative tasks relating to finance, governance, and general operations
- Ensure office and operations efficiency by maintaining common areas, organizing procedures, scheduling meeting locations, and overseeing supplies and equipment
- Other duties as assigned

What makes you a great candidate for this role

- You strive to live out PAVE's [core values](#): compassion, inclusivity & equity, integrity, collaboration, and innovation
- You have the ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- You have outstanding judgement and problem-solving skills including the ability to maintain confidentiality and exercise extreme discretion
- You have a high level of accuracy and attention to detail
- You have at minimum of 4 years of experience in high level administrative support
- You have advanced understanding and ability to use computers and technology, including Microsoft Windows and Office products (especially Excel), Google products (Gmail, sheets, docs), basic office equipment

- You have demonstrated skills in database management and record keeping

(and we'd love it if you also possess...)

- Experience in a payroll or human resources position
- Basic understanding of Colorado state and federal employment laws

Physical demands and work environment

- Office and remote work settings
- Lifting and carrying no more than 20 pounds at a time
- Sitting for long periods of time

What you will receive

As the People and Operations Administrator of Project PAVE, you will report to the Finance Director. The starting base salary range is \$53,146 to \$60,990, commensurate with experience and skills. Flexible schedule and generous benefits including a 32-hour workweek, tenure bonuses, 100% employee health insurance, 100% employee dental insurance, 401K with employer match, paid holidays, and personal time off.

To apply: Please submit your resume and a cover letter introducing yourself to jobs@projectpave.org. Note: *Pre-employment background checks are required.*

Project PAVE is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. PAVE is working to become a more equitable organization and encourages those from marginalized communities to apply.