



## **People & Operations Coordinator (Full Time) Position Description**

### **Who are we?**

Founded in 1986, the mission of Project PAVE is to empower youth to end the cycle of relationship violence. The cycle of relationship violence is generational and affects people in every community. PAVE's approach to ending this cycle is through therapy and family advocacy and violence prevention education programming. Project PAVE annually reaches over 4,000 children, teens, parents, teachers and other professionals with its therapy and violence prevention programming in Denver-metro area schools and other community outlets. All Project PAVE services are youth-focused and offered for free to the community. For more information about Project PAVE, visit [www.projectpave.org](http://www.projectpave.org).

### **Who are you?**

A professional with strong aptitude in the areas of project management, volunteer coordination, office management, stakeholder engagement, program and/or event planning, along with day-to-day administrative work, such as meeting coordination and report generation. You are a detail-oriented professional who is able to effectively manage and independently organize diverse streams of work – all with tenacity and positivity reflective of the can-do spirit of our organization. You see PAVE's work as vital to our community and your role as vital to the success of PAVE.

### **What you'll do:**

- **Oversee daily operation of our office**, including serving as a liaison on facilities issues, upkeep of equipment and ordering supplies, scheduling meetings, serving as primary point person for inquiries, managing grant and project deadlines, maintaining a positive working environment, assist with human resources and program evaluations systems, manage and organize staff meetings and retreats;
- **Support PAVE's volunteers**, determine organizational needs and develop position descriptions, managing recruiting, training, and placing volunteers and interns in program or committee roles, planning annual volunteer appreciation event, and supporting supervisors on the team as needed;

- **Oversee technology projects**, including assessing hardware and software needs, finding and maintaining new tech systems, training staff, and serving as liaison to the IT contractor;
- **Manage data tracking systems and reporting**, including managing databases, improving efficiency, and facilitating effective use of data;
- **Take lead on special projects** as needed

**What makes you a great candidate for this role?**

- Strong ability to prioritize activities and work in self-directed manner against tight deadlines
- Strong organization skills, with ability to multitask and manage several work streams, partners/participants and projects at any one time
- Strong ability to manage deadlines
- Comfort with meeting new people and creating lasting relationships
- Energized by technology and the possibilities it provides for the organization
- Demonstrated ability to receive and apply feedback and continue to improve
- Basic project management experience and deadline oriented, with a track record of managing and delivering against scopes of work under tight timelines
- Power User capability in Microsoft Office Suite, Google Suite, and other web-based tools
- Experience and interest in working in a fast-paced, rapidly changing environment

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

- Excellent written and verbal communication skills; demonstrated ability to write and communicate clearly for a variety of audiences
- Active learner: **Positive attitude** with an openness and willingness to learn.
- Database, volunteer management or administrative experience
- Experience public speaking and facilitating trainings

**Reports to:** Associate Director

**Compensation:** Commensurate with experience

**To apply:** Please submit a resume and cover letter with salary requirements to [jobs@projectpave.org](mailto:jobs@projectpave.org)