Staffing Coordinator

The Housing Authority of the City and County of Denver ("DHA") is a quasi-municipal corporation that employs 275 full-time employees and 33 part-time employees. DHA is a high performing leader in affordable housing providing quality and diverse housing options to more than 25,000 very low, low, and middle income individuals representing approximately 10,000 families in Denver. DHA’s mission is to serve the residents of Denver by developing, owning, and operating safe, decent and affordable housing in a manner that promotes thriving communities.

The Position:
Under the supervision of the Manager of Human Resources, the HR Staffing Coordinator provides expertise in a wide variety of support functions for the Human Resources Department of the Housing Authority of the City and County of Denver ("DHA"). The main responsibilities include full lifecycle recruiting, managing the complexities of HR from temporary agencies and supporting the administrative and clerical duties of the department and human resources programs. The position partners with department managers and directors to anticipate and meet their evolving needs while cultivating relationships with prospective talent and vendors.

Minimum Qualifications at the Time of Application

* Bachelor’s degree in human resource management, business administration or related field.
* Three (3) years of progressively responsible experience in staffing or corporate recruitment.
* Two (2) years of progressively responsible experience in Human Resources.
* Type 50 wpm and 10-key by touch.
* A combination of appropriate education and experience may be substituted for the minimum education and experience requirements at the sole discretion of DHA.
* Valid Colorado driver license and an acceptable driving record.

Benefit Information

* Sick leave is accrued at 6 hours per month.
* Annual leave (vacation) for new employees is accrued at 8 hours per month.
* 11 paid holidays per year with an optional paid day off.
* Health insurance and 125 Plan.
* Group life insurance, pension plan (10% of annual salary contributed by DHA), short term and long term disability insurance are paid by DHA.
* Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
* Performance based merit increases and annual cost of living (“COLA”) adjustment are given depending upon current policy.

Starting Salary Range
$49,934.76 to $62,418.16/annually. Must include salary requirements with resume/application.

How to Apply
You may apply for this position in one of the following ways:
* by faxing your application and/or resume to (720) 932-3005 or
* by emailing your application and/or resume to HR@denverhousing.org

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer.
Recruitment will remain open until filled.