



## Job Description

---

### Position Title: Facilities Coordinator

#### Purpose of Position

The Facilities Coordinator provides administrative support to the facilities department. This position serves as the initial point of contact for all facility rentals and coordinates the rental process.

#### Position:

- Part-time, 20 hours per week
- Calendar Year
- Hourly, At-will employee

**Reports To:** Facilities and Property Manager

**Evaluated By:** Facilities and Property Manager

**Direct Reports:** None

#### Qualifications:

- High School Diploma or GED
- Experience in administrative support, customer service, marketing or project management preferred.
- Working knowledge of Microsoft Office, G-Suite and email platforms.
- Ability to learn/use school expense submission software.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.
- Ability to manage multiple tasks and projects at the same time.
- Demonstrates ability to work collaboratively with other departments.
- Manifests excellence in communication, writing and customer service skills.
- Adapts communication style to suit different audiences.



**Responsibilities:**

**Rental Coordination:**

- Promotes and generates revenue through coordination of facility rentals.
- Coordinates facility rental process including:
  - Handling calls and information requests
  - Providing rental quotes to potential customers,
  - Coordinating rental contracts
  - Working with Accounting to bill for rentals
  - Ensuring resources are lined up for rentals
  - Adding rentals to calendar management system
  - Creating setup/teardown instructions for each event

**Facilities Administrative Support:**

- Process facilities invoice and purchase order submissions.
- Assists with inventory management and purchasing.
- Assists with facilities work order ticket processing and routing.
- Assists Facilities Manager and Finance & Operations Director with facilities project planning, including documenting and following-up on action items and timelines and scheduling vendors.
- Serves as the primary point of contact for and maintains the facilities space usage calendar.
- All other duties as assigned.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Facilities Coordinator

\_\_\_\_\_

Property Manager