

Alpha Delta Pi

BE THE FIRST

FACILITIES COORDINATOR

DEPARTMENT: Operations

POSITION TITLE: Facilities Coordinator (Executive Office/Memorial Headquarters)

GENERAL DESCRIPTION: This part-time position (20 hours/week) will be responsible for maintaining effective operation of Executive Office and Memorial Headquarters facilities and property.

Duties Performed

- Oversees long-term Executive Office and Memorial Headquarters facility and property maintenance plan
- Prepares annual budget for Executive Office and Memorial Headquarters facilities and property
- Researches and receives estimates for services to maintain properties, grounds, and large capital budget purchases and services
- Recommends purchase of facility specific goods or services to Executive Director based on knowledge of items necessary
- Arranges for maintenance and repair services as needed, follows progress of services performed to assure timely and satisfactory completion, and makes sure all service contracts are renewed when due
- Obtains permits for any repair or service work, if needed
- Approves invoices for payment when items are received
- Makes sure outside lighting, security systems, and fire systems are tested and operational
- Selects and oversees seasonal plantings for Memorial Headquarters and Memorial Gardens and works closely with Executive Director on master landscaping plan
- Works with Executive Director and Grand Council on building renovations, repairs, and additions

Suggested Background and Experience

- Previous facility or property management and budgeting experience
- Excellent customer service and professionalism, as well as communication, organizational, and problem-solving skills
- Knowledge of Alpha Delta Pi and Alpha Delta Pi history
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability
- Proactive, self-directed, and able to independently solve problems
- Customer service oriented and ability to maintain confidentiality
- Outstanding organizational skills, ability to multitask, and work under pressure
- Effective at organizing and implementing short and long-term projects
- Willingness to meet and work with vendors, contractors, etc. May require local travel for vendor meetings and to purchase supplies.

DEGREE OF SUPERVISION: Moderate

FROM: Senior Director of Operations

EXTENT OF SUPERVISION GIVEN: Moderate with external vendors

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA.

Remote employment will not be considered.