



## **Junior Center of Art and Science Operations and Facilities Coordinator Position: Part-time paid**

**Title:** Operations and Facilities Coordinator  
**Reports To:** Executive Director  
**Work Location:** Junior Center of Art and Science, 558 Bellevue Ave. Oakland, CA  
**Hours:** up to 24 hours a week

### **Our Mission**

The Junior Center of Art and Science encourages children's natural wonder and innovation through creative exploration in the arts and sciences.

Located in the heart of Oakland on the shores of Lake Merritt, the Center is dedicated to delivering hands-on, engaging programs to the communities of Oakland and the greater East Bay Area. We do so through our interactive learning spaces and through exploratory programs including exhibitions, workshops, and classes both on-site and off-site.

### **Job Summary and Description**

Our administrative staff is essential to the organization's health and success. The Operations and Facilities Coordinator works directly with the Executive Director and staff to provide facilities support and daily operations oversight. The ideal candidate will have experience working in a busy office environment where multi-tasking and prioritizing are required. The ideal candidate must be:

- Detail oriented and able to follow directions precisely
- Able to perform basic IT tasks
- Able to routinely carry up to 40 lbs. up a flight of stairs, able to climb a ladder
- Able to work Tuesday through Saturday or Wednesday through Sunday
- Reliable, flexible, and adaptable

### **Primary Responsibilities**

The primary purpose of this position is to oversee Operations and Facilities needs for the organization. Primary responsibilities include:

#### *Facilities*

Overall management of building needs and operations, including vendor and city interaction and coordinating rentals and rental contracts. Oversee building maintenance by coordinating and contracting services and repairs as needed. Daily tasks include:

- Interaction with the City (i.e. Public Works and Parks and Recreation)
- Developing and maintaining building rentals and rental contracts
- Keeping facilities clean, neat and well stocked

### *Equipment and Supplies*

- Coordinating equipment and supply needs and issues
- Creating and maintaining client and vendor relations
- Remaining on budget by always seeking the best prices for supplies and services
- Fostering good working relationships with vendors and service providers
- Ensuring all office equipment is functioning properly
- Monitoring supply stock and placing orders as needed

### *Daily Operations*

Managing daily operations including IT coordination and support, registration database management, HR and volunteer coordination, and special event and communications support as needed. Daily tasks include:

- IT coordination and support
- Registering and managing software
- HR file coordination
- Volunteer coordination
- Office inventory control
- Promoting process improvement
- Maintaining clear and accurate operations documents/procedures for reference purposes
- Special Event support as needed
- Communications support as needed

### Other Duties:

- Answer phones, emails, and conduct basic clerical work

This position works in conjunction with other staff, the Executive Director, and community, and must be able to pay attention to detail, create good working relationships, and have strong time management skills to complete goals and objectives.

### Desired Skills and Qualifications:

- Bachelor's degree preferred
- 3+ years of office management experience
- Proficient with Microsoft Office and Google Suite
- Proven ability to work collaboratively with others
- Excellent communication and time management skills
- Strong oral and written communication skills; strong interpersonal skills
- Strong attention to detail
- Strong interest in working in a community youth setting
- Interest in art or science practices
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a post-employment criminal background check

## **Physical Demands and Work Environment** □

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made. □

- Must be able to regularly lift up to 25lbs. and climb an 8 ft ladder.□
- Must be able to sit and stand at a desk for long periods of time.
- Must be able to answer phones and operate office equipment including but not limited to an office computer, tablet, fax machine and copier.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties that someone in this position may perform. All employees of JCAS are expected to perform tasks as assigned by JCAS's supervisory/management personnel, regardless of job title or routine job duties.

Schedule: Part-time employee

Pay Rate: \$18.00 to \$19.00 per hour DOE

NO CALLS PLEASE.

### **Send Resume & Cover Letter to:**

RE: Operations and Facilities Coordinator Position  
Junior Center of Art and Science  
558 Bellevue Avenue  
Oakland, CA 94610  
denriquez@juniorcenter.org

The Junior Center of Art and Science (JCAS) is an independent, non-profit organization which has been providing educational programs to children and teens for over 64 years. JCAS serves over 5,000 children annually through school outreach programs, after school and summer courses, and a variety of drop-in art and science activities for children and their families.

Multilingual, people of color, and LGBTQIA encouraged to apply. To learn more, visit the Center's web site at [www.juniorcenter.org](http://www.juniorcenter.org). The Junior Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.