



## EAST Job Description

**Job Title:** Office and Facilities Coordinator

**Department:** Operations

**Reports To:** Office Manager

**FLSA Classification:** Non-Exempt

**Salary Grade:** 20

**Safety Sensitive Position:** No, except when working with students

**Approved Date:** July 1, 2026

**Summary:** The Office and Facilities Coordinator is instrumental in the smooth and efficient operation of the EAST office and provides a variety of administrative tasks and support to the organization. This position is responsible for greeting and directing guests, answering phone calls, managing the mail and deliveries, and actively monitoring the calendar to ensure the facility is prepared for internal and external meetings. The Office and Facilities Coordinator also works in conjunction with the Office Manager to monitor and coordinate upkeep and maintenance needs for the EAST facility.

### Essential Duties and Responsibilities:

- Serve as the first point of contact for visitors and guests using a very friendly, warm, and pleasant demeanor both in person, via email, and on the telephone.
- Maintain office space to present an inviting atmosphere and attend to the cleanliness and organization of common office and storage areas.
- Maintain the public hospitality station by stocking supplies, making coffee, and attending to guests during breaks.
- Manage incoming and outgoing mail along with shipping and receiving duties.
- Close the office each day by doing a walk-through and making sure all doors are locked, lights and technology are turned off (where needed), and the alarm is armed (when applicable).
- Support the Office Manager in facility rental processes by handling documentation, coordinating room setup, and assisting with logistical communication and follow-up.
- Monitor the schedule of events for each day/week and coordinate with other staff to prepare rooms and other requirements as needed.
- Serves as a central point for communicating facility, visitor, and operational issues to the appropriate staff members for awareness and follow-up
- Monitor inventory of general supplies on a weekly basis and place supply orders as needed.
- Perform monthly inspections of First Aid equipment and assist with the coordination of staff First Aid training when needed.
- Maintain an approved vendor list specific to the EAST facility. Schedule maintenance and repair visits when needed and track facility maintenance needs and projects.
- Monitor the vending inventory and provide change to guests and staff as needed.
- Assist the Office Manager in activities related to the preparation and planning of the EAST Board of Directors meetings. This includes the creation of Board Books, coordinating catering, and serving as the primary point of contact when Board members and guests arrive.



- Assist staff in the creation, duplication, scanning, and mailing of forms and documents.
- Assist in the coordination of special activities (social events, special event cards, etc).
- Assists in greeting and checking in facilitators and students when training is in session at EAST.
- Other duties as assigned.

**Secondary Duties and Responsibilities:**

- Work with staff and committees to plan and deliver the annual Conference and other events.

**Supervisory Responsibilities:**

- None

**Education and/or Experience:**

- High school diploma or equivalent
- Prior experience in an office setting (preferred)

**Required Skills/Abilities:**

- Strong interpersonal and communication skills, with the ability to build positive relationships and communicate professionally and effectively with diverse stakeholders in person, by phone, and through email.
- Must be extremely detail-oriented, organized and able to make sound decisions
- Ability to think creatively, take initiative, and work as part of a team
- Basic knowledge of Google Suite tools and other office productivity tools
- Knowledge of standard business practices
- Must have a current, unrestricted driver's license
- Ability to attend EAST events, which often require overnight travel
- English language: including punctuation, spelling, grammar, and writing technique
- Ability to problem solve using deductive reasoning skills in a timely manner
- Basic skills, including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**Physical Requirements:\***

- Ability to occasionally lift 35 pounds
- Must have the ability to travel by a common carrier
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

*\*Requests for accommodation need to be directed to Human Resources.*

**Work Environment:**

- Quiet to moderate noise level
- Fast-paced, positive, creative, collaborative, and mission-driven



This job description has been approved by:

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Manager Signature	Print Name	Date
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HR Signature	Print Name	Date
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Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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Employee Signature	Print Name	Date
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