

ATLANTA FRIENDS MEETING - PROPERTY COORDINATOR [02.15.19]

Summary of Duties:

The Property Coordinator provides regular on-site management of building and grounds, coordination of hired contractors, and volunteer work. The Property Coordinator identifies problems and issues related to the building and grounds, coordinates ongoing contractor work, coordinates completion of general building maintenance tasks, coordinates permanent improvements and other large projects, responds to building-related emergencies, and completes administrative work related to the building and grounds.

Reports to:

Administration Committee; Personnel Liaison and Clerk of Administration are primary points of contact.

Responsibilities:

1. Responsible for the Meetinghouse grounds, building exterior, building mechanicals (including HVAC, fire systems, plumbing, electrical, and lighting), building interior, supervising contractors, and coordinating permanent improvements projects.
2. Completes work in each of the following six categories:
 - a. Identifying problems and issues - performing regular building & grounds walk-throughs and receiving feedback from members, attenders, and renters;
 - b. Coordinating ongoing contractor work - working with regular contractors (such as HVAC, fire systems, custodial, landscaping, gutters, etc.) to complete regular maintenance and inspections;
 - c. General maintenance - completing time-sensitive and smaller long-term projects in consultation with Meetinghouse Committee volunteers, the Administration Committee or hired contractors;
 - d. Coordinating permanent improvements - working with Administration Committee to identify large projects, then requesting bids, hiring contractors, scheduling work, and inspecting afterwards;
 - e. Responding to emergencies - Immediate response to building and grounds emergencies;
 - f. Administrative work related to the building and grounds - keeping a written log of work that is done, lists of mechanical replacements, instructions for building use and maintenance, and an updated list of contractors.
3. Serves as liaison between Atlanta Friends Meeting, Administration Committee, renters, and contractors. Serves on Administration Committee. Communicates regularly with Office Coordinator and Friend in Residence.
4. May manage a group of volunteers serving on the Meetinghouse or Administration Committees.
5. Completes other tasks as needed.

Desired Qualifications:

1. Experience with building maintenance, including interior, exterior, and grounds.
2. Experience selecting, managing and coordinating contractors.
3. Experience working with committees.
4. Experience acting as a liaison between various groups to ensure smooth completion of tasks.
5. Experience doing general building maintenance tasks such as basic carpentry and light mechanicals.
6. Ability to notice and assess issues and conditions within and outside of building, including identifying the scope of emergencies or other pressing issues.

7. Experience keeping records, organizing files and documents, and creating reports and documentation of work related to building and grounds.
8. Flexibility to respond to building issues and emergencies as needed.
9. Experience coordinating and managing volunteers.
10. Experience working with Quaker process.

Compensation:

- Compensation depends on the experience and skills of the individual. This part-time position may include a monthly base salary, plus hourly pay for work as described below:
 - In *emergency situations*, Property Coordinator is paid at an additional hourly rate until the issue is no longer an emergency. Then the Property Coordinator will negotiate with the Administration Committee a flat fee or hourly wage for any restoration work needed after the emergency.
 - For work on *large permanent improvements projects*, an additional flat fee or hourly wage will be negotiated with Administration Committee at the start of the project.
 - For repair or maintenance that is *outside the scope* of the Property Coordinator position, pay will be at an additional hourly rate.