



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>San Antonio Office and Facilities Coordinator</b>
<b>DEPARTMENT:</b>	Facilities
<b>REPORTS TO:</b>	Sr. Director of IT and Facilities
<b>EFFECTIVE DATE:</b>	
<b>CLAFFIFICATION:</b>	<b>Non-exempt</b>

**POSITION SUMMARY:** The San Antonio Office and Facilities Coordinator is responsible for providing front office reception and coordinating campus and fleet services for the H. E. Butt Foundation’s San Antonio office location.

**PROGRAM MISSION:** HEBFDN Facilities exists to maintain and protect Foundation facilities, infrastructure, and associated Foundation assets while providing outstanding hospitality and service to the H. E. Butt Foundation Staff.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### ESSENTIAL FUNCTIONS:

- Answer and direct incoming phone calls
- Greet and direct visitors
- Support administrative needs of Foundation personnel, as requested
- Create and manage San Antonio facilities budget in conjunction with Sr. Director of Kerrville Operations
- Monitor and purchase office supply inventory (including kitchen and break room items) in collaboration with the Foundation Procurement Administrator
- Facilitate mail receipt and distribution
- Manage building and grounds maintenance vendors on both an “as needed” and recurring basis
  - Facilitate recycling and solid waste disposal
    - Collect recyclables as they accumulate at workstations
    - Empty waste baskets daily
- Maintain accurate and updated shared vendor contact list
- Lead the coordination and reservation of space for San Antonio meetings
  - Prepare San Antonio meeting spaces and kitchen for special events in San Antonio
- Collaborate with Foundation Executive Assistants to plan and organize special events
- Coordinate San Antonio Fleet
  - Reserve Admin Pool Vehicles
  - Inspect returned vehicles and ensure that they are ready for the next driver, per the Foundation Vehicle Policy

- Store and organize vehicle keys
- Monitor vehicle maintenance needs, send driver reminders as necessary, and communicate maintenance needs and requests to Director of Fleet and Kerrville Operations
  - Coordinate and assist with vehicle delivery for maintenance as needed
  - Coordinate and assist with Executive Team vehicle delivery for regular maintenance and washing as requested
  - Reserve and coordinate delivery of rental vehicles as needed
- Responsible for opening and closing the Foundation office
- Complete filing and organization of both hard and digital documents
- Maintain Building Access cards and Key Management

**QUALIFICATIONS:**

- Minimum of 3 years of experience working in a professional office environment. Experience in C-Suite office, a plus
- Bachelor’s degree, preferred
- Experience with Microsoft Office required

**COMPETENCIES - Knowledge, Skills, and Abilities:**

- Ability to uphold principles of the organization and maintain confidentiality
- Strong organization, planning, and attentional to detail
- Strong written and oral communication
- Exceptional customer service
- Time management
- Strong interpersonal skills

**PHYSICAL REQUIREMENTS:**

- The employee may occasionally lift and/or move items up to 25 pounds.
- Must be able to walk between camp and office facilities, on uneven terrain, as needed

**WORK ENVIRONMENT:**

- This job operates in a professional office environment. Monday – Friday from 8:00 am to 5:00 pm.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE