# Urban Grace

# Job Description and Qualifications

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| Position: | Events & Facilities Coordinator |  |
| Department: | Facilities |  |
| Reports To: | Director of Operations |  |
| Type of Position:  | Part-time (30 hours/week), non-exempt |  |
| Issue or Revised Date: | 5/8/24 |  |
| Compensation: | $22-25/hour DOE, Paid PTO and Holidays |  |
| **Basic Summary**Provide oversight of facilities coordination to support the ministry of Urban Grace and its facility partners. **Essential Job Functions**  |
|  | Leasing & Rentals: Create contracts and coordinate with tenants to lease office and/or event space. Respond to event or ongoing needs as specified in leases/rental agreements including planning for or providing any room set ups or other services for ongoing rentals and special events. |
|  | **Facility Management:** Supervise the custodial and maintenance staff, create custodial schedules, and order supplies. Maintain a master facility schedule to coordinate facility usage by Urban Grace and tenants. |
|  | **Maintenance Oversight:** Coordinate and oversee master maintenance schedule according to building and tenant needs and secure appropriate vendors/contractors within time and financial requirements. Supervise maintenance staff, contractors, and volunteers as necessary to make repairs and improvements in accordance with the spending authority established by Urban Grace. |
|  | **Customer Service:** Maintain office hours so as to be reasonably available to represent Urban Grace to the public and tenants. Represent Urban Grace in meetings or events for the purpose of promoting the use and mission of Urban Grace facilities. |
|  | **Communication:** Consistent, clear, and immediate communication to Director of Operations and/or Pastor(s) about observations to note, requests, and concerns. Meet with the Trustees, Council and church staff and congregation as requested for the purposes of coordination, communication, and research. Provide reports as requested. |
|  | **Risk Management:** Actively seek to minimize the exposure of Urban Grace to risks by promoting safety, compliance with codes and laws, and insurance carrier recommendations and requirements. |
|  | Other duties as assigned. |

**Qualifications**

* Professional, honest, self-motivated and hard-working
* Caring attitude, excellent interpersonal skills, and high integrity
* Able to work under deadlines, problem solve, and be flexible to handle the changing needs of the church
* Ability to communicate and work effectively with diverse populations
* Work history, which demonstrates reliability and dependability
* Respect and uphold the mission, beliefs and values of Urban Grace
* Support and contribute to a creative, collaborative and respectful team orientated work environment

**Preferred Requirements**

* Two (2) to three (3) years of progressively responsible experience in venue management, custodial, and maintenance services.
* Two (2) to three (3) years of supervisory experience of staff and contractors.
* Moderate knowledge of facility systems (i.e. plumbing, fire protection, electrical, HVAC, carpentry, historic building maintenance, etc.).
* High School diploma/GED or certification in closely related field.
* Flexible schedule and on-call availability. Occasional weekend and evening work as needed.
* Proficiency in Microsoft Office and ability to learn new programs quickly.
* Verbal and written communication skills in English.
* Certification/Licensure: valid Washington State driver’s license, automobile insurance, and access to vehicle.

**Physical Demands**

1. While performing the duties of this job, the employee is regularly required to talk, hear, read, write and type at a computer.
2. Job requires physical strength and ability to perform minimal to moderate manual labor, including considerable walking, bending, ladder work, climbing stairs, and the ability to lift at least 35 pounds.

**Work Environment**

* General office working conditions for a downtown location.
* The noise level in the work environment is usually minimal.
* Some exposure to noise, odors, and worksite hazards.

**Conditions of Employment**

* Once offer of employment is made, a background check including criminal record history will be conducted. Information from the background check will not preclude employment but will be contingent in determining the employee's suitability and competence to continue to perform in the position.

**URBAN GRACE** is an Equal Opportunity Employer. In all areas of employment – recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment – we do not discriminate on the basis of actual or perceived race, color, creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, natural hairstyles (as defined in the CROWN Act), or any other characteristic protected by applicable federal, state or local laws.

**Land Acknowledgement**
We honor and recognize the Coast Salish people, specifically the Puyallup Tribe of Indians, on whose traditional territory and ancestral lands Bates Technical College campuses sit. They were forcibly relocated onto reservation lands in what is today Tacoma, Washington, in late 1854, after signing the Treaty of Medicine Creek with the United States. We acknowledge and thank the original stewards of this land.

**Our Vision of and for the Urban Grace facility…**

We see our historic 40,000 square foot facility as a tremendous asset not only to our congregation but also to our community. Our forbearers built a building larger than they could fill in anticipation of the future. Today, our facility has become a cornerstone in the downtown neighborhood and a sought after venue. Besides the programs of the Urban Grace congregation, we open our doors to thousands of people each year as they attend concerts, meetings, dance classes, therapy sessions, and more. We currently house over fifteen nonprofits and arts organizations as well as individual artists and therapists for office space or regular usage.

In alignment with our values, we partner with groups or individuals working in education/advocacy, the arts, social services, and/or worship. We recognize that our historic building is not simply a place where events happen or people work, but it is an integral part of who we are and the legacy we are privileged to continue. Urban Grace is committed to not only preserving our church building but improving its facilities so that the broader community may benefit into the future. In 2017, Urban Grace began its Building Together Capital Campaign seeking funding for exactly those reasons. After successfully raising more than $1.2 million, Urban Grace was able to complete dozens of projects to improve and sustain the facility for decades to come.

Those before us chose to build, maintain, and uphold a building that was both physically and figuratively bigger than its people in order to serve their community for the long-term. We seek to graciously do the same.

**Facility Stats**

**Location**: Tacoma, Washington, downtown

**Denomination:** Inter-denominational, ecumenical

**Facility**: Built in 1925, 40,000 square feet, 4 story, sanctuary seats 850, chapel seats 80

**Partners:** More than 15 nonprofits, arts-related organizations and individuals, and therapists housed for office space or regular usage

**Activity:** On average, more than 850 people/week enter our building for a multitude of activities, events, and classes. At any one time, there may be a dance class, music lesson, nonprofit training, NA meeting, and small concert happening simultaneously at Urban Grace.

**General Condition and Maintenance:** The projects we completed during our 2017-2021 Capital Campaign, were based off of maintenance priorities laid out in our Feasibility Study and Historic Structures Report. Though we were unable to complete all projects recommended to us, we prioritized those that were the most crucial including masonry, roofing/siding, glasswork, plumbing, etc. We are grateful that for a nearly 100 year old building, the structural integrity of the building continues to hold up and will continue to work towards completing the projects laid out in our professional assessments.