



**Position: Facility and Administrative Coordinator**  
**Reports to: Facility and Administrative Manager**

The Richmond Caring Place Society supports and assists social agencies in delivering services and enhancing the quality of life in the City of Richmond. The Society owns, operates and maintains the Richmond Caring Place, a centrally located building providing office and meeting space to community-based, non-profit social services agencies.

**Job Description:**

Richmond Caring Place is hiring a highly motivated Facility and Administrative Coordinator to join the team! In this role, you will be accountable for meeting the needs of tenants, their volunteers and clients, and supporting the Society's volunteer Board of Directors. The successful applicant will be able to manage the office independently and be capable of assuming a leadership role when necessary.

The position is part-time and will require up to 20 hours a week on a flexible schedule; the successful applicant will be required to backfill the Manager when absent and work full time (40 hours/week) several times a year.

Duties and responsibilities include, but are not limited to the following:

- Supporting the Facility and Administrative Manager and Board of Directors
- Staffing the reception desk
- Carrying out or arranging emergency building maintenance work
- Scheduling staff, booking meeting rooms etc.
- Preparing materials and information for Board of Directors
- Performing accounting, reconciliation, record keeping, filing and financial reporting using QuickBooks and other software
- Overseeing service vendors, contractors and janitorial service providers

**Qualifications:**

- Minimum of two years' experience in facilities management or similar
- Ability to manage multiple tasks and deadlines.
- Strong written and communication skills.
- Proficiency in Microsoft Office, accounting software and financial principles.

Salary: Up to \$24 per hour