

## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

**POSITION:** 

#### **Facilities Coordinator**

GENERAL DESCRIPTION:

Under the direction of the Operations Director the Facilities Coordinator is responsible for supporting the maintenance and overall functionality of multiple office locations, ensuring all facilities remain safe, compliant, and operational. The Facilities Coordinator manages a wide range of facility-related tasks, including coordination of maintenance requests, oversight of repairs and improvements, and ensuring adherence to local, county, and accreditation regulations such as those from the Council on Accreditation (COA). The Facilities Coordinator plays a key role in managing site certifications in coordination with agencies such as Mendocino County Mental Health and participates in safety inspections and compliance activities across all locations (Ukiah, Willits, and Fort Bragg). This position also oversees communication equipment, including setup and repairs for staff devices in collaboration with service providers. Additionally, the role supports office relocations and improvements in coordination with the Leadership Team, tracks facility expenses, identifies cost-saving opportunities, and works with fiscal staff to manage vendor services. The Facilities Coordinator contributes to the organization's Performance Quality Improvement (PQI) efforts by collecting and auditing data related to facilities, technology, and vehicles.

The Facilities Coordinator role involves regular travel using a vehicle to all Tapestry Family Services office locations. In the event a company vehicle is not available, staff are expected to utilize their personal vehicle (mileage reimbursement provided). This job description is not intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on department and/or business needs and the department supervisor's request.

### MIMIMUM QUALIFICATIONS:

- Valid Driver's License for at least 2 years
- Experience in high level administrative and operational supports including proficiency in Microsoft Office programs, including Excel, Word, Outlook and related applications
- Knowledge of business facilities compliance and regulations
- Demonstrated cultural sensitivity and awareness when working with diverse populations, including considerations of culture, religion, race, gender, and socioeconomic background
- Strong public relations and interpersonal skills, with the ability to communicate clearly, patiently, and professionally with the public
- Effective communication skills and the ability to work collaboratively with various levels of supervision
- Proven ability to take initiative and adapt to new tasks or responsibilities with a positive attitude
- Ability to work autonomously exhibiting effective time management and decisionmaking abilities

#### **BENEFITS:**

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

# CONDITIONS OF EMPLOYMENT:

Clear background check with FBI, DOJ, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout meeting company insurance requirements, required trainings post start date.

Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org

Facilities Coordinator Hourly Range: \$24.64 to \$29.95 DOE