

UC-IMC FINANCE & BUILDING COORDINATOR

GENERAL DESCRIPTION:

The UC-IMC Finance & Building Coordinator is granted the authority to act upon behalf of the Board of Directors to fulfill the UC-IMC's mission and goals by overseeing the finances and facilities of the IMC consistent with policies and directives given by the Board of Directors. As part of a staff collective along with the Finance & Building Coordinator and the Venue and Media Training Coordinator, the Development & Outreach Coordinator will prioritize job responsibilities that generate income for the UC-IMC and ensure its financial viability.

QUALIFICATIONS:

- Understanding of and commitment to the IMC mission and social justice work.
- Strong customer service skills.
- Experience with rentals, tenant relations, and facilities preferred.
- Experience managing and supervising personnel preferred.
- Proficiency in QuickBooks, Excel, Word, and web updating preferred.
- Ability to work effectively with changing priorities and to communicate changes to members.
- Mature judgment, strong organization and communication skills.
- Ability to multi-task and work with a variety of people in a diverse environment.
- Willingness to work flexible hours.
- Ability to exude positive energy and team spirit.

DUTIES AND RESPONSIBILITIES:

- *Contracts: Venue, Room Rental, Parking, and Fiscal Sponsorships*
 - Ensures full occupancy of all rental and parking spaces through regular advertising and showing of space and collections as needed.
 - Manages and maintains space rental and parking agreements, advertising and signing leases
 - Oversees and maintains all aspects of venue contracts, e.g. signing contracts, collecting monies, security coverage, etc.
 - Serves as contact and manager of fiscal sponsorship agreements.
 - Attends facilities and personnel committee meetings.
- *Mail and Correspondence*
 - Receives, records, and directs phone correspondence to appropriate persons during office hours.
 - Monitors, files or directs mail and correspondence to proper persons or locations.
- *Finance*
 - Maintains and updates insurance policies, tax reporting, and legal contracts of the IMC are maintained and up-to-date.
 - Organizes revenue and bills to be paid by the bookkeeper.
 - Email monthly reports requested by working groups.

- Insures financial bookkeeping records are complete and current.
- Assists with annual audit.
- Attends finance committee meetings.

- *Maintain Records and Files*
 - Understands IMC record keeping and filing systems, both financial and non-financial, and keeps them current and organized by fiscal year.

- *Maintenance*
 - Monitors and schedules work of contracted staff (Building Manager).
 - Oversees technical contract with vendor for support of internet & phones.
 - Oversees maintenance projects and contracts.
 - Coordinates technical volunteers.
 - Organize volunteer work days to address major IMC needs.
 - Keeps key list and distributes keys.
 - Addresses security issues and building issues.

- *Miscellaneous Items*
 - Produces and maintains an annual workplan with financial and organizational benchmarks and report progress on this to the staff and board.
 - Keeps regular office hours and manage day-to-day issues as they arise.
 - Participates in weekly staff planning meetings.

SALARY AND BENEFITS:

\$10-13 per hour based on experience. 20 hours a week with the opportunity to expand hours as income goals are reached. Benefits: 10 paid National Holidays.

SUPERVISION AND EVALUATION:

The Board of Directors will evaluate the Building and Finance Coordinator at least annually.

NOTICE OF TERMINATION:

Notice of termination of employment by either party shall give a thirty-day notice.