

TITLE | Building & Events Manager
REPORTS TO | Executive Director
COMPENSATION | \$20-23/hr based on experience
HOURS | 20-40 hours



OVERVIEW

The role of Treetops' 906 partnership and Event Manager is to oversee all building maintenance and coordination of on-site partners and events at the new Treetops Cross-Cultural Community Center. This position will ensure the vision for the Cross-Cultural Community Center is lived out to its fullest capacity with smooth, sustainable and effective use of space. The 906 building and events manager is responsible for ensuring that the building is accessible to community members, marketing spaces available to individuals or organizations, navigating nuanced needs and prioritizing multiple requests. This role will work with partnering organizations, including Ethnic Community Based Organizations (ECBOs), to evaluate and address emergent needs for access and capacity building that can be addressed through shared knowledge, resources and space.

RESPONSIBILITIES

PARTNER & EVENT COORDINATION

- Work on-site, serving as the first point of contact for visitors, members, partner organizations and service providers
- Strategize and creatively engage partners to maximize opportunities on-site to bring greater connectivity and equitable access to services
- Support Treetops staff in the planning logistics and providing day of coordination for Treetops events including donor events, program gatherings, community events, workshops, and other special events.
- Market building partnerships to potential on-site service partners or broader community partners looking for meeting or event space. Support Social Enterprise Manager with promotional activities for building events.
- Coordinate with partners in planning and executing external events at the Cross-Cultural Community Center. Provide day-of event coordination; ensure event set-up and clean-up are executed properly, respond to needs or requests and support staff or guests with problem solving.
- Source and negotiate with potential vendors and suppliers for events and community center programming. Facilitate the hiring of such vendors and oversee contracts.
- Analyze events' successes or challenges and report to inform future planning
- Facilitate monthly meetings with partners utilizing the Cross-Cultural Community Center to share successes and challenges, collaborate in solving problems, exchange ideas and resources, and ensure continued improvement upon the management of this shared space

BUILDING OPERATIONS

- Coordinate building utilization and scheduling for everyday operations and special events. Ensure Treetops staff have access to space necessary to run programs and do work, while accommodating Cross-Cultural Community Center space requests from community members and partners
- Manage maintenance contractors, cleaning partners, and building security systems to ensure safe and reliable use of the Cross-Cultural Community Center. Monitor and maintain resources needed for

operations including office supplies, toiletries, cleaning supplies, fire and medical emergency equipment, etc.

- Function as the primary contact for external organizations or individuals looking for one-time or recurring use of space at the building. Manage invoicing for on-site partners and track financial information for the finance committee.
- Develop building operational procedures including opening and closing, shared space agreements, and co-work expectations for both staff and guests. Write and maintain the buildings' security plan regarding access and emergency preparedness
- Design and create signs, posters, schedules and other informational material pertaining to the use of the building. Manage processes for sharing of information posted throughout the building.
- Evaluate and report on building utilization, identifying areas for growth or opportunity
- Supervise the activities of janitorial and groundskeeping staff to ensure quality services
- Coordinate and oversee maintenance and repair of building facilities (i.e. electrical, wifi, plumbing, etc)
- Operate as primary point of contact for apartments and ICCF partnership

EXPERIENCE AND QUALIFICATIONS

- Previous event coordination experience
- Passion for New Americans, systems change and cross-cultural community
- Interpersonal skills with the capacity to recruit and engage on-site partners
- Demonstrated attention to detail
- Strong written and verbal communication skills, with the ability to facilitate events and coordinate on-site workshops and volunteers
- Entrepreneurial, adaptable, with a systems approach to problem solving
- Demonstrated ability to solve problems, analyze systems and data, and make suggestions for improvement through short- and long-term strategic planning
- Required skills in common computer applications including, Google Suite and project management tools
- Experience with refugee resettlement, leadership development, and community organizing, preferred
- Bilingual or multilingual in one or more of the current concentric language groups, preferred

BENEFITS

- Retirement Plan with a match
- Health Stipend for full-time staff
- Vacation Time / Rest and Renewal Policy / Floating Holidays
- Professional Mentorship & Coaching
- Opportunities for Professional Development

APPLY

Email cover letter and resume to taryn@treetopscollective.org