



CATALINA ISLAND CONSERVANCY

JOB DESCRIPTION

POSITION: Office Coordinator

DEPT: Facilities and Capital Planning

REPORTS TO: Senior Operations Manager

STATUS: Full Time, Non-exempt

GRADE: 103

SALARY: Up to \$26/ hour

POSITION SUMMARY:

The Office Coordinator is responsible for the successful operations of the CIC House, Catalina Island Conservancy's office in Avalon, CA, including: receiving and escorting visitors; ensuring maintenance of all common office spaces, equipment, and supplies; overseeing incoming and outgoing mail and packages; coordinating relationships with office service vendors; coordinating set up for meetings in CIC House conference room; coordinating logistics for VIP guests meeting with Conservancy leadership on Catalina Island; overseeing scheduling and maintenance of Admin vehicles; and providing limited admin support to Facilities and Capital Planning and the President and CEO. The ideal candidate will be highly dependable, capable of managing multiple assignments, and a self-motivated problem solver. This person will report to Facilities and Capital Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Office Reception:

- Greet office visitors, ensuring guests are comfortable and connected with the right office personnel

Office Maintenance:

- Keep common areas tidy and stocked regularly (conference room, drop-in desks, flex offices, mailroom, kitchen); coordinate with Building Maintenance Supervisor to oversee housekeeper's weekly cleaning schedule at CIC House
- Monitor and order all inventory (office/mail supplies and refreshments)
- Submit work orders and schedule repairs for general building and equipment; coordinate with Facilities, IT, and external vendors
- Support IT by managing the issuance/collection of keys and fobs for building access and coordinating resolution of any building access-related issues with IT

Mailroom/deliveries:

- Receive and distribute incoming mail and packages to relevant Conservancy staff
- Ship outgoing mail and packages

Meetings/Events:

- Coordinate booking of conference room and flex desks/offices
- Provide conference room meeting support for Conservancy staff at CIC House and Trailhead, including room set-up, audiovisual needs, catering, and close out of meeting space
- Support VIP guests/donors traveling to Catalina Island for meetings with Conservancy leadership

Vehicles:

- Assist in management of the Avalon Admin and CEO vehicle fleet including reservations, parking, charging/fueling, oversee maintenance and upkeep, cleanings, and occasional vehicle related errands

- Must be able to drive and possess a valid CA driver's license, as occasional driving for vehicle management and errands is required
- Assist in broader fleet management duties as requested (e.g., DMV records, city registrations, etc.)

Occasional administrative responsibilities:

- Provide limited administrative support to Facilities and Capital Planning, such as vendor coordination, meeting support, and document preparation. Offer occasional support to the President and CEO, such as document preparation and running errands.

PREFERRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- **Decision Making:** Solid decision-making ability to prioritize needs and move initiatives forward
- **Detail-oriented:** Strong attention to detail
- **Project management and organizational skills:** Ability to work independently and dependably; ability to multi-task and prioritize; knows when to delegate tasks or seek supervisor's assistance
- **Teamwork/collaboration:** Works well with and collaborates with a variety of internal and external stakeholders to achieve shared goals
- **Customer service:** Ability to represent the Conservancy in a professional and courteous manner; can proactively identify problems and bottlenecks, and coordinate efficiently with relevant departments and vendors to deliver solutions
- **Problem-solving orientation:** Resourceful and can solve problems creatively
- **Flexibility:** Ability to handle multiple assignments with multiple stakeholders; comfortable with ambiguity and frequent changes
- **Communication skills:** Ability to communicate clearly and succinctly, both verbally and in writing
- **Tech Savvy:** Microsoft 365 competency (SharePoint, Teams, Excel, PowerPoint, Word), Siriusware

EDUCATION/EXPERIENCE:

- Preferred Bachelor's degree or equivalent relevant experience with 2-3 years of office administration, operations, and/or event planning experience.
- CA Driver's License.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations are available for individual with disabilities to support the performance of job-related functions.

- Employee is required to live and work on Catalina Island.
- Work on weekends and outside of normal business hours may be occasionally required.
- Work location is at the Conservancy office in Avalon, CA. Must be able to navigate stairs, as CIC House does not have an elevator.
- The majority of the job duties are performed in a professional office setting, which involves prolonged periods of sitting at a desk, frequent use of computers, phones, and other standard office equipment. The ability to perform tasks that require close vision, manual dexterity, and communication through both verbal and written means is essential. Occasionally lifting or moving up to 50 pounds may be required. The environment is generally quiet to moderate in noise level.

COMPENSATION & BENEFITS

- We pay competitively in the nonprofit space and offer a robust benefits package. We offer a comprehensive benefits package that includes medical, vision and dental insurance, a flexible spending

account, an employee assistance program, disability and life insurance, a 403(b) plan with a 3% employer contribution plus a 5% match that fully vests in 2 years, and 3 weeks of accrued vacation.

- The anticipated hourly pay for this position is up to \$26, commensurate with experience.

HOW TO APPLY:

Please send your resume to jobs@catalinaconservancy.org and list the job title in the subject line.

Equal Employment Opportunity and Accommodations Statement

We are an equal opportunity employer and are committed to creating an inclusive environment for all employees. In accordance with applicable federal, state, and local laws, reasonable accommodations will be made for qualified individuals with disabilities, both in the application process and during employment. If you require accommodations to perform the essential functions of the position, please notify Human Resources by emailing jobs@catalinaconservancy.org