

## JOB DESCRIPTION

**TITLE: IFAM Center Coordinator (Rev. 02.11.2022)**

**REPORTS TO: CEO**

**CLASSIFICATION:** Full-time, Non-Exempt

**JOB SUMMARY:** The IFAM Center Coordinator (ICC) plays an essential role in all functions of the IFAM Center (The Center). The incumbent is the primary administrative support for the CEO, Board of Directors, and IFAM Staff; provides overall organizational support; and manages daily office operations. The ICC assists in the production and curation of all programming and events at The Center including the sales and display in the IFAM Store.

**ESSENTIAL FUNCTIONS:** Responsibilities of this position include, but are not limited to, the following duties:

### **A. Executive Support:**

- Provide administrative support for the CEO
- Schedule committee meetings, arrange room reservations, and coordinate meeting refreshments when applicable
- Assist as needed with general correspondence, mail merges and word processing jobs
- Lobby reception for guests

### **B. Board of Directors**

- Board and Executive Committee administrative support needs; prepare emails and hard copy packets for meetings
- Maintain Board Records binders

### **C. IFAM Store and Special Events**

- Process IFAM Store sales and maintain inventory
- Maintain the visual appeal of the IFAM Store and assist in the breakdown and reset when necessary
- Assist Staff with the production of events including but not limited to Folk Art Matters Lectures & Pop-ups, fundraising, volunteer training, and community engagement events to be identified

### **D. Office and Facility Management**

- Function as main contact for telephone, internet, and copier vendors; troubleshoot any technical and office machine problems
- Receive and distribute mail and packages

- Monitor and order all supplies (office, kitchen, bathroom, and maintenance); stow all supplies upon arrival
- Daily responsibilities include:
  - Check all common areas (conference rooms, printer areas, kitchen, and bathrooms) for orderliness and any needed maintenance
  - Maintain supplies in kitchen and bathroom
  - Check landscaping areas to ensure proper maintenance; make sure responsible vendor is performing as agreed
- Function as main point person for all facility maintenance vendors and contractors, monitoring all for proper performance and scheduling

**E. General**

- Support during the annual International Folk Art Market to be assigned
- Perform other duties as assigned

**QUALIFICATIONS**

- Minimum 3 years of experience with demonstrated success in performing executive level support functions
- Minimum 2 years of experience with retail sales/management
- Competency and fluency with computer technology, the internet and e-mail
- Excellent communication skills, both verbal and written
- Effective time management skills and pro-active communicator
- Maintain a high level of confidentiality
- A driver’s license and some travel for errands is required

**CHARACTERISTICS**

- Ability to work in a self-directed manner with minimal supervision
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines
- Support and work closely with CEO to accomplish organization goals and deadlines
- Provide support as needed
- Professional and friendly demeanor; foster teamwork; graceful under pressure

**SUPERVISORY RESPONSIBILITIES:**

- Oversee assigned volunteers
- Not responsible for hiring and evaluation

**PHYSICAL and OTHER REQUIREMENTS**

- Ability to sit and/or stand for sustained periods of time.
- Repetitive motion – substantial movements of the wrists, hands and fingers.
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal.
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets.

- Ability to occasionally lift up to 20 pounds.
- Exposure to both indoor and outdoor environments.

**WORK ENVIRONMENT / DYNAMICS:**

This position takes place in a fast-paced environment, especially during the two months prior to production of the annual Santa Fe market. The incumbent should be prepared to be assigned additional hours, which may include over-time, during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected.