Rural Action
Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Building and Grounds Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Salary Grade/Range:</td>
<td>TBD</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>Reviewed by/date:</td>
<td>July 2020</td>
</tr>
<tr>
<td>Hours of work</td>
<td>20</td>
</tr>
</tbody>
</table>

Position summary and objective:
Rural Action is seeking a skilled, well-organized individual as Building and Grounds Coordinator, who will be responsible for maintenance of Rural Action’s properties. The person in this position will need to have a wide variety of skills, including basic building and grounds maintenance, ability to coordinate multiple projects, and interact with Rural Action staff and members. An ideal candidate will also have basic troubleshooting skills for office systems and equipment.

The person in this position will play a central role supporting operations at Rural Action, including purchasing supplies and building support all Rural Action locations, including: The Plains, Trimble, Chesterhill, New Straitsville, and Tuscarawas County.

Rural Action is a membership-based nonprofit working in the southeast and central eastern counties of Appalachian Ohio since 1991. Our mission is to promote social, economic, and environmental justice by training, organizing, and supporting communities.

Rural Action has a network of over 600 members throughout Appalachian Ohio. The organization is governed by a Board from across southeast Ohio, with strong private sector involvement. The Board oversees a CEO who manages a staff of 30 full time equivalent staff, 5 AmeriCorps VISTAs and 31 AmeriCorps state and national. Rural Action members are involved as volunteers, participants, decision makers, and project designers. Our members guide our sustainable development work in Appalachian Ohio.

Essential Functions of this position:

Maintain Rural Action buildings and grounds
- Perform repairs and maintenance as needed
- Coordinate outside service visits for maintenance and repairs as needed
- Coordinate with service providers for cleaning and lawncare
- Maintain Rural Action gardens using organic and sustainable practices
- Work with the Building and Grounds committee of the Board to coordinate volunteers for bigger projects
- Develop and follow a calendar for routine building and grounds maintenance
- Coordinate maintenance on a small fleet of light trucks (not necessarily)

**Provide Core Operational Support**
- Ensure implementation of Rural Action building policies
- Provide technical assistance to all Rural Action staff with operation of the phones, copier, and printers
- Purchase office and building supplies for all Rural Action offices
- Manage voice mail and phone system

**Other duties as assigned**

**Knowledge, Skills and Abilities:**
- Proven ability to follow through on tasks and goals and produce results
- Basic carpentry and repair skills
- Basic troubleshooting skills for core office equipment (eg: phones, copiers, printers)
- Willingness and ability to learn new systems and practices
- Project management and ability to manage multiple projects on different timelines
- Excellent communication skills, both written and verbal
- Ability to be professional and ethical at all times
- Ability to work well independently and with others at all levels of management and staff
- Passion for Rural Action’s mission and ability to communicate it to others
- A strong interest in getting to know and helping Rural Action members and staff
- Demonstrated ability to think strategically and see the “big picture”

**Supervisory responsibilities:**
This position has no direct supervisory responsibilities.

**Requirements:**
- Valid drivers’ license and reliable transportation
- Own basic maintenance tools
- Knowledge of basic Microsoft programs
- Detail oriented with basic computer skills
- Excellent communication skills, both written and verbal (face to face and by phone)
- Nonprofit experience a plus

**Position type and expected hours:**
This is a part-time position, with regular work hours to be completed during normal operating hours of 9 am to 5pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

**Travel:**
Travel is primarily local during the business day, with occasional trips to Tuscarawas County.
To apply, please send a cover letter and resume outlining your experience as it relates to this job description. Send materials to hr@ruralaction.org subject heading: Building and Grounds Coordinator. The position will remain open until a suitable candidate is hired. For consideration, please apply by July 31, 2020.

**Affirmative Action/Equal Opportunity:**
Rural Action is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with any and all pertinent Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Approvals:**
This job description has been approved by:

_____________________________________________________
Debbie Phillips, CEO date