

Isles Social Profit Center - Building & Administrative Services Coordinator

Position Summary:

The Social Profit Center at Mill One, a social impact project of Isles, Inc., is a community of nonprofit and social profit organizations working together to foster innovation, reduce overhead and grow the impact of member organizations.

An integral member of the Social Profit Center Management Team, the Building & Administrative Service Coordinator is responsible for the daily operations of the Social Profit Center including space management, maintenance, security, housekeeping and regulatory compliance. S/he serves as a consistent face and voice for staff and tenants; handles the daily operational challenges of the Social Profit Center; and helps create a collaborative environment among tenants and members. S/he also provides administrative support to the President and CEO, the Board of Trustees, the COO, and other Isles Senior Staff.

Responsibilities:

Social Profit Center Management

- Serve as first point of contact for tenants and members; interface with staff, tenants, vendors, contractors, and guests
- Manage event and meeting facilities and reservations, and work with event and meeting hosts to understand and meet needs
- Manage the leasing process and the onboarding of new tenants
- Facilitate the scheduling and execution of regular tenant meetings and social events
- Ensure that the Social Profit Center meets regulatory standards and codes
- With the Social Profit Center Management Team, develop and implement systems and procedures that support the effective operation of the Social Profit Center
- Work with building maintenance staff to ensure proper maintenance and effective housekeeping

Isles Administrative Support

- Provide administrative support to President and CEO, COO and other Isles Senior Staff
- Provide administrative assistance to donor-related projects and communications
- Assist with scheduling of and preparation for meetings and presentations
- Interface with Isles' staff, trustees, guests, tenants, and outside vendors
- With COO, maintain current information on Board of Trustees and assist with correspondence and document management
- Provide communication and meeting preparation support for Isles Board meetings

Position Requirements:

- High school diploma or general education degree (GED)
- Three to five years relevant administrative experience
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Comfort using technology including a desktop computer, AV equipment, and a large volume of email messages
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to learn and utilize new software applications
- Must be approachable, friendly and self-confident and have the ability to respond appropriately and accurately in different and sometimes stressful situations
- Cultural competency in working with people of diverse backgrounds

Interested candidates should submit cover letter and resume to hr@isles.org