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[myUEA.org](http://myUEA.org)

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## UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

### FACILITIES COORDINATOR

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Date of Posting:	July 1, 2024	Closing Date:	August 4, 2024
Interviews:	Week of August 12, 2024	Employment Date:	September 3, 2024
Salary:	Starting salary will be commensurate with training and experience. Starting Range: \$40,688-\$51,145 with increases for longevity Generous benefit package (medical, vision, dental, retirement, and paid leave)		
Classification:	Full Time/Non-Exempt (non-supervisory, overtime eligible)		

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#### Organization and Position Summary

The Utah Education Association is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers and campus student organizations. In addition to the new headquarters facility in Murray, UEA has two satellite offices, one in Ogden that is leased and one in Richfield that is owned. Under the general direction of the finance director and in collaboration with the information technology director, this position provides operational support for the facilities, meeting spaces (virtual and physical), and general logistical needs for the organization, including for building tenants. There is potential for flexible work arrangements and/or some hybrid work after successful completion of a minimum six-month provisional period. This position reports directly to the UEA governance support and administrative director.

#### Essential Functions

- Update and maintain fixed asset and inventory records and process necessary property tax filings;
- Coordinate all aspects of building logistics and maintenance including electrical, elevator, security systems, plumbing, HVAC, structural repair, trash and recycling, janitorial services, and grounds keeping;
- Design, implement and maintain plan for ongoing document and supply storage;
- Coordinate supplies and maintenance for copiers, fax, scanners, etc.;
- Coordinate use of VOIP phone system and devices;
- Coordinate mail deliveries to area post offices and bulk mailings;
- Purchase all building and office supplies;
- Coordinate logistics for off-site meetings or events, including moving materials and equipment, staging, etc;
- Courier materials, supplies, etc. (infrequent and typically during normal business hours);
- Schedule, set up, and take down for multiple in-house meeting spaces; (frequent after-hours, infrequent weekends);
- Provide audio/visual meeting support for onsite, offsite, hybrid and virtual meetings;

*The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-/o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.*

- Coordinate maintenance of UEA vehicle(s) as needed;
- Possible lifting, up to 50 pounds;
- In-state travel required;
- Infrequent out-of-state travel for training could be necessary;
- Infrequent overtime may be necessary;
- Other duties as assigned; and
- Valid driver's license and clean driving record is required.

### **Preferred Qualifications**

- Two to four years' recent experience in coordinating building operations and working knowledge of the maintenance items listed under essential functions above;
- Demonstrated ability to research issues to find answers;
- Strong written and verbal communication skills;
- Some experience or ability to learn set-up and use of meeting room audio/visual equipment and virtual meeting platforms;
- Experience with supported products and technologies including Windows operating systems, Office 365 products, Adobe, and some online applications;
- Strong interpersonal skills, able to work in a team environment;
- Self-motivated to complete duties independent of direct supervision;
- Ability to prioritize projects and tasks, learn established processes and procedures, and maintain regular, dependable, and on-time attendance;
- Manage multiple projects simultaneously;
- Function well under pressure and meet deadlines;

### **Application**

Candidates selected to interview will be asked to complete a few administrative skills testing exercises, to be scheduled separately.

Submit a letter of interest, resume and three professional references to [HR@myUEA.org](mailto:HR@myUEA.org).

Utah Education Association: Human Resources  
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