

Islesboro Community Center is seeking a **Building and Programs Coordinator**

Full time in person, Monday-Friday with occasional evening or weekend commitments
Compensation commensurate with experience

Role and Responsibilities

- Administrative: Answer phone calls, welcome visitors, troubleshoot minor issues, and receive feedback in an approachable, respectful manner; Pick up and post mail regularly; Schedule and manage calendar for the building, including ICC programs, partner vendors, and outside parties; Communicate and coordinate with vendors, groups, and individuals for events and programs; Manage rental agreements, event details, payment schedules, and invoicing; Maintain an organized and comprehensive filing system for organizational records; Record Fitness Center, Kids Club, Vendor Rental, and Ticketed Program payments and issue monthly bills and renewal notices for payment.
- Building and Campus Oversight: Complete daily building walk-through to feed fish, water plants, update welcome board, assess custodial needs, note any damage; Occasional tidying, snow removal and salting as needed; Organize and maintain supplies as needed in Lobby, Kids Zone, Fitness Center, Administrative Closet, and Attic Storage; Oversee and perform regular building maintenance and coordinate with subcontractors; Install and put away seasonal decorations.
- Program Outreach and Communications: Design and post flyers for programs at the ICC and town bulletin locations, and send advertisements for bi-monthly island newspaper, Compose and send weekly e-newsletter highlighting upcoming events and manage contact list; Post upcoming event details and photos to ICC website and social media channels; Assist director with program development, set up and clean up as needed; Farmers Market: assist director in communication with vendors and volunteers, train summer interns, set up and clean up as needed.
- Youth Activities: Coordinate activities and weekly schedule; Communicate with parents regarding program schedule and activities, their questions and concerns; Prepare, manage, and clean up the space; Prepare financial statements and maintain records of program activities and revenue.
- Responsibilities may vary as needed and the role may be tailored to suit the strengths of the candidate.

Job Related Skills and Qualifications:

- Must possess excellent organizational and project management skills, the ability to work independently, perform multiple tasks, and meet deadlines with a high degree of accuracy.
- Must possess strong communication skills both verbal and written, excellent keyboarding skills and accurate data entry with attention to detail.
- Skilled in the use of computers and knowledge of Microsoft Word and Excel, Google Suite programs, and Canva preferred.
- Ability to operate and maintain all office equipment.
- Must effectively interact with the public; must be sensitive to diverse personalities, lifestyles and orientations.
- Ability to effectively manage and diffuse conflict and receive feedback in a calm and respectful manner.
- A minimum completion of high school or equivalent with emphasis on office and business skills including typing, filing, written, verbal and computer skills.

To be considered for this position, please submit your resume and cover letter to executivedirector@islesborocommunitycenter.org

Applications will be reviewed on a rolling basis until the position is filled.