



**Position:** Office & Facilities Coordinator (Part-Time)  
**Location:** New Orleans, LA  
**Reports to:** Chief of Staff (COS)

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### **Position Summary**

The Office & Facilities Coordinator plays a key role in ensuring the smooth, day-to-day operations of SBP's New Orleans headquarters. This part-time position (20 hours per week, working 4-hour shifts Monday – Friday) supports office functionality, hospitality, vendor coordination, and the overall workplace environment. The Coordinator helps create an organized, efficient, and welcoming space for staff, partners, and visitors by serving as the consistent onsite presence during key office hours.

This role manages a wide range of routine operational tasks, including monitoring daily office flow, supporting staff needs, keeping shared areas organized, and assisting with scheduling or small logistics. The Coordinator also provides facilities support such as coordinating routine vendor visits, identifying maintenance needs, and submitting service requests. In addition, the role maintains office systems and materials, and supports internal meetings through light setup, hospitality, and room preparation.

Because of the limited daily schedule, the Coordinator focuses on handling time-sensitive onsite needs, ensuring the office is stocked, orderly, and ready for use, and serving as the point of contact for staff and visitors.

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### **Responsibilities**

#### **Office Management & Hospitality**

- Greet and assist onsite visitors, offering a warm and professional presence.
- Manage daily incoming mail, packages, and deliveries, including shipping and receiving needs for HQ staff.
- Maintain organization and cleanliness of shared spaces, including common areas, conference rooms, and supply areas.
- Oversee stocking and organization of kitchen, breakroom, and restroom supplies, maintaining inventory levels and tracking restocking needs.
- Coordinate conference room bookings and provide light hospitality support, such as food ordering and meeting space preparation.
- Partner with IT to support workstation setup, seating assignments, and basic onboarding logistics for new hires.
- Manage and code invoices related to office operations and facilities services in coordination with Finance.
- Assist with the preparation of internal materials, including basic printing, signage, and document organization.

#### **Facilities & Campus Management**

- Serve as the onsite liaison for scheduled vendor visits, including cleaning services, pest control, and maintenance contractors.
- Manage headquarters security systems, including cameras, alarms, and key cards, and respond to alarm notifications after hours as needed.
- Execute daily opening and closing procedures, ensuring the building is locked, alarms are set, and equipment is turned off.
- Track routine service schedules for HVAC, fire extinguishers, printers, and water filters.
- Submit facilities tickets for repairs, monitor follow-up, and escalate building concerns to the Chief of

Staff or building management.

- Support protocols during major weather events and assist with small office improvement projects or workspace adjustments.
- Maintain the HQ campus and select outdoor areas as needed, including supporting basic maintenance like car gates or window blind installation.
- Support management of tenants and neighbors to address building-related questions and coordinate shared-use concerns.
- Conduct routine walk-throughs to identify maintenance issues, safety concerns, or restocking needs.

### **Culture, Events, & Communication**

- Plan and support small internal events, monthly team-building activities, and informal gatherings.
- Collaborate with teams for on-site community events, including movie nights or donation drives, through light setup and breakdown.
- Support logistics for donor visits, board meetings, and small convenings hosted at the office.
- Issue office-wide communications in partnership with the Chief of Staff regarding policy updates, closures, or operational changes.
- Ensure that the daily office experience and signage reflect the organization's culture, values, and commitment to a supportive environment.

### **Ideal Candidate & Qualifications**

- Experience in office coordination, hospitality, facilities support, or administrative operations.
- Strong organizational skills with sharp attention to detail and a proactive mindset.
- Excellent communication skills and a warm, professional presence when interacting with staff and partners.
- Ability to balance multiple tasks, prioritize effectively, and maintain a welcoming, orderly environment.
- Comfort coordinating with vendors and troubleshooting basic facilities concerns.
- Highly dependable with a track record of consistent attendance.
- A positive, "can-do" attitude and willingness to handle issues as they arise.
- Ability to lift up to 25 lbs. and remain mobile for the majority of a 4-hour shift.

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*Hourly pay: \$20 per hour (20 hours per week, working 4-hour shifts Monday – Friday) or a variation that includes the hours desired*

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*