

RECRUITMENT ANNOUNCEMENT

Part-time Building Manager

The Community Cultural Center of Tonasket (CCC) is a nonprofit organization founded in 1992 for the purpose of creating, maintaining, and providing to North Okanogan County a beautiful facility for a variety of organized activities. The CCC plans and conducts events and activities and also rents the facility to individuals and groups. The CCC is seeking a part-time Building Manager to work 15 hours a week, at a salary starting at \$14.00/hour. This position reports directly to the Executive Director.

JOB DUTIES The primary duties of the position are:

- Renting office and building areas, including showing to renters, managing scheduling calendar, executing rental agreements, accepting rental/deposit payments, and all associated correspondence;
- General building knowledge, tracking interior and exterior maintenance issues, performing minor maintenance tasks, and following up to completion;
- Tracks and manages building, office, cleaning, kitchen, restroom, propane , and office supplies.
- Assists with planning and organizing events and activities;
- Assists with the creation and distribution of the monthly newsletter;
- Supervises the janitor staff.

MINIMUM QUALIFICATIONS Eligible candidates must have:

- Minimum education of HS diploma or GED;
- Experience with computers, internet, and the Microsoft Office software suite;
- Good command of oral and written correspondence;
- At least one year of verifiable, paid experience in a position involving public contact on a daily basis;
- Able to perform minor maintenance tasks;
- Ability to work independently and as a team member; taking direction from the Executive Director;
- Exceptional organizational skills, be self-motivated, flexible and able to meet deadlines;
- Carry out work in a professional manner with a positive attitude;
- Works and converses well with the public;
- Personal integrity and commitment to the vision and mission of the CCC;
- Letter(s) of recommendation from previous employer(s) or from clients if self-employed.

DESIRED QUALIFICATIONS In addition to the Minimum Qualifications the most qualified applicants will have:

- Rigorous attention to detail and highly organized work habits;
- Education beyond high school;
- Ability to troubleshoot most maintenance issues;
- Ability to speak Spanish.

HOW TO APPLY

Submit a cover letter, résumé, and references, postmarked no later than July 23, 2018.

Please mail to:

Executive Director
Community Cultural Center
P.O. Box 664
411 S. Western Avenue
Tonasket, WA 98855

Or send as attachments to an email, to: info@communityculturalcenter.org