

Office & Events Coordinator

Job Description



About the Position

The Office and Events Coordinator (OEC) provides administrative and logistical support to improve and maintain the quality, efficiency, and effectiveness of Maker Ed's internal office systems, financial tracking, co-working office space, and office environment. The OEC also facilitates the logistics and planning of Maker Ed events, workshops, and trainings in the San Francisco Bay Area and for national gatherings or convenings.

Responsibilities

Maker Ed Office:

- Develop and/or maintain office systems including but not limited to the following:
 - File management
 - Onboarding/offboarding
 - Scheduling space usage for meeting rooms, event space and makerspace for staff, tenants and visitors
 - Tracking equipment, supplies and materials for makerspace and office space and reordering as necessary
 - Financial transactions and recordkeeping
 - Office emergency procedures and HR postings
 - Office procedures manual and training
 - Assist the Executive Director in coordinating Advisory Board meetings, including preparing documents for board packet, organizing logistics and correspondence
 - Assist with logistics of hiring searches and on-boarding for employees, contractors, interns, and volunteers
 - Perform various administrative tasks including data entry and management, copying, preparing and formatting documents, filing, sorting mail, answering phones and directing calls, shipping and receiving mail
 - Maintain emergency contact information, review emergency procedures with staff
 - Additional tasks as needed to improve efficiency and effectiveness of office staff and programs
 - Maintain a database of our external relationships, including workshop attendees, volunteers, and funders
 - Maintain the following calendars: Maker Ed All Staff, Maker Ed Staff Travel, Maker Ed Community Studio Use, Maker Ed Meeting Rooms
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Coworking + Makerspace

- Support the recruitment of partners to cowork or sub-lease office space in the Maker Ed Office
- Ensure smooth operational experience for all Maker Ed staff and tenants, including: kitchen access and stocking, paper and printing, postage, organizing meeting rooms, and use of space
- Communicate expectations for use of space to Maker Ed staff and tenants
- Troubleshoot issues that arise with tenants, and escalate to Director of Partnerships and Development as necessary
- Support the restocking and inventory, safety and equipment installation, usage, maintenance repair, and ordering of consumables
- Coordinate the cleaning and general maintenance of the office

Events:

- Assist in the preparation of materials for professional development workshops, conferences and events
- Coordinate the planning and logistics for the annual Maker Ed Convening.
- Coordinate registration tracking and payment for in-person gatherings hosted by Maker Ed, including but not limited to Meet-Ups, Fundraising Events, the Institute, and Workshops
- Coordinate logistics for in-person gatherings at home and away, including but not limited to: catering, name tags, and printing, organizing and shipping materials
- Coordinate volunteers and staff for Maker Ed events

Financial & Fiscal Sponsorship:

- Act as a liaison between Maker Ed and Maker Ed's fiscal sponsor, Tides Center, making sure all required reporting is complete and information available
 - Communicate required Tides Center procedures and processes and keep current documentation on shared drives
 - Prepare and submit financial documents such as invoices, check requests, expense reimbursements and deposit forms for weekly submission to fiscal sponsor. This may include interfacing with vendors, partners and others external to Maker Ed.
 - Input and processing of contracts, invoices, subgrants, MOUs, and signatures
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Knowledge, Skills, & Abilities

- Must be a quick learner and self-starter with strong organizational skills.
- Must have excellent written and verbal communication skills, and be able to accurately and professionally represent our organization.
- Ability to prioritize and multi-task with attention to detail and high level of accuracy.
- Must be able to work well with others and be flexible and adaptable in a changing and sometimes high-pressure environment.

Experience & Expertise

- This position does not require a college degree.
- Please have relevant experience with event planning, coordination, and office management.

Accessibility & Work Environment

- Requires sitting, talking and listening for 4+ hours per day. An average of 4-5 hours per day will be spent at a computer using a keyboard. Reaching with hands and arms is necessary. Certain situations may require lifting items up to 20 pounds. Position requires the ability to travel by car or plane for required local and national travel.
- Most work to be performed at location in the Berkeley-area office. Shared office space that has continuous ambient noise and combination of artificial and natural light. Closed-door offices without natural light are available for private meetings and additional workspace. Occasional local SF Bay Area travel may be required for this position.

How to Apply

Submit your resume and cover letter to apply@makered.org, with the subject line “Office & Events Coordinator.” Applications will be accepted on an on-going basis until the position is filled.

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About Maker Ed

Maker Ed is a non-profit organization dedicated to creating more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making. Through its support of educators and communities, Maker Ed plays a national leadership role in both broadening access to and deepening the impact of meaningful making and learning experiences for youth.

Learn more about who we are and what we do at [MakerEd.org](https://www.MakerEd.org).

Maker Education Initiative is a project of Tides Center, an “at-will” and equal opportunity employer. Maker Ed is committed to equity as an organizational priority and we strongly encourage applicants from a diversity of backgrounds and from communities most impacted by an unjust education system. Employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender identity (including pregnancy and/or gender expression), color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the in the application process. Please advise in writing of special needs at the time of application.
