

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Coordinator, Operations and Facilities Management
DEPARTMENT: Campus Operations
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Operations and Facilities Management handles all scheduling needs for the AFI Campus including office space, room requests, staff and faculty parking reservations, screenings, and rentals. In addition, the Coordinator is responsible for overseeing the administration and services of the AFI Service Center and all related AFI vendor operations.

PRINCIPAL DUTIES:

- Process campus-wide office space booking requests and maintain master shared office space calendar.
- Process staff, Faculty, Fellow, and alumni room requests and assist with general inquiries regarding facility usage (e.g., availability, hours, pricing, etc.)
- Assist with all on campus events (e.g., Alumni events) and off campus events (e.g., LAA, AFI Fest, etc.) as required.
- Report any Facility issues (e.g., plumbing, lost keys, etc.) to the Manager, Campus Facilities or Operations & Maintenance team.
- Assist Campus Facilities and Operations & Maintenance teams with office relocations and facility maintenance requests when needed.
- Oversee account setup of new users for office supply ordering, for approved vendors like Amazon, Office Depot, etc.
- Coordinate with the Manager, Campus Facilities, and the Finance team to maintain a current list of all AFI vendors.
- Process all Facilities and Operations related Purchase Orders.
- Manage and provide communications with AFI departments on maintenance and service request related costs.
- Relieve Campus Information Center personnel during breaks, lunch periods and/or absences as needed.
- Act as a member of the AFI Emergency Response Team and assist with the execution of emergency evacuations and drills as needed.

- Under the supervision of the Manager, Campus Facilities, complete staff driver requests for film deliveries, pick-ups, and messenger services including daily trips to and from the United States Postal Office.
- Process all outgoing mail, UPS, and FedEx packages, using approved Service Center postage equipment.
- Sort all incoming mail and packages and distribute to the appropriate office mailbox. All mail addressed to the CEO should be hand delivered to the office of the CEO.
- Track, trace, and resolve any mail and/or package receipt or delivery issues with USPS, FedEx, and UPS.
- Monitor postage usage and maintain adequate funding for processing.
- Order and maintain inventory of Service Center supplies and equipment.
- Provide training to staff, faculty and/or Fellows on proper use of Service Center equipment as needed.
- Perform basic quality inspections of Service Center and other leased equipment on campus, scheduling maintenance service with the Information Technology staff or equipment vendors as needed.
- Perform minor upkeep of equipment; including replenishing paper trays and toner supplies as needed.
- Coordinate with the Finance team on departmental access codes for copiers and postage equipment.
- Coordinate with the Human Resources team to maintain and update mailbox labels for departments and/or staff.
- Order and maintain inventory of AFI stationery, as well as coordinate the distribution of new stationery and recycling of the old.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree preferred. High School Diploma required.
- Minimum two years' experience in Facilities or Operations.
- Minimum two years' experience with Pitney Bowes Mail Management Systems or similar mail center operations and a working knowledge of standard office machines and copiers.
- Highly developed customer services skills with the ability to establish and maintain rapport with internal and external contacts in an academic and professional environment.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision and appropriate follow up and reporting activities.

- A flexible team player that can problem solve and calmly manage high volume, last minute requests and assignments under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Computer skills with knowledge of Word and Excel in Mac environment.
- Must be available to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.
- Must possess a valid California Driver's License and a clean DMV driving record along with a fair knowledge of Los Angeles freeways and surrounding roadways.
- Ability to stand/work for extended periods of time and lift a minimum of 50 lbs.

SUPERVISION:

The Operations and Scheduling Assistant performs all duties and responsibilities under the guidance and supervision of the Manager, Campus Facilities.