



## **Operations & Facilities Coordinator Job Description**

Densho is looking for a skilled individual to fill the position of Operations & Facilities Coordinator. The main responsibilities of this role include providing operational support and ensuring the day-to-day maintenance of Densho's office at 1416 S Jackson Street, Seattle, with a specific focus on administration, record-keeping, facilities management, and providing support for events and meetings throughout the organization.

The ideal candidate should possess strong administrative skills and will be responsible for supporting the management of building and office operations. Additionally, they will provide administrative assistance to all departments within the organization. This role requires an in-depth knowledge of the day-to-day operations of the organization and plays a crucial role in providing exceptional support to colleagues, volunteers, donors, and our community of supporters. The Operations & Facilities Coordinator will report to the Operations Director and ensure that both staff and building operations receive the support they require.

This position offers the flexibility of being a hybrid role, though the majority of the work week must be performed on-site, or it can be a fully on-site position at Densho's office in Seattle's International District.

### **Duties and Responsibilities**

#### **Administration/Finance Support**

- Provide email and phone coverage, mail duties, photocopying, occasional bank deposits, general administrative tasks.
- Organize and maintain physical and electronic files and records - including photocopying, filing and digitizing paper bank statements and other past materials to shared drive (7 years) and schedule document shredding as needed.
- Maintain inventory list and ensure office equipment is maintained properly.
- Support day-to-day general accounting, including some light bookkeeping/database entry.
- Run and file monthly reports (e.g. Paypal).
- Provide support to staff and bookkeeper during annual audit.
- Periodically review and update organizational procedures in GitBook.
- Support Operations Director to ensure the Employee Handbook is updated.
- Support Operations Director with onboarding and offboarding staff.
- Provide administrative support to the Executive Director as needed.
- Provide general administrative support to staff on an as-needed basis.

#### **Facilities/Building**

- Provide operational support for on-site meetings and public programs - a/v set up, chairs/tables, etc.
- Coordinate or liaise with building-related vendors (e.g. janitorial services, security, etc.).
- Assist in requesting bids from vendors.
- Work with the Operations Director on short-term building and maintenance projects.
- Maintain Densho's maintenance records of projects, repairs, and costs and maintenance calendar.
- Manage kitchen and facilities maintenance duties and ensure all office and kitchen supplies are fully stocked, coordinate purchasing when necessary.
- General aesthetic upkeep of the office.
- Cultivate relationships within the surrounding neighborhood.
- Troubleshoot building security issues.
- Maintain facilities use (work areas, board room) calendar.
- Manage space logistics of Densho events including staff meetings, retreats, Board meetings, etc.

**Program & Event Support - examples of projects:**

- Public Programs - assist in coordinating event set-up and tear down; represent Densho as a staff member to great supporters at public events; maintain organizational activities calendar, provide zoom support, etc.
- Oral History Program - scan interview transcripts and notes from narrators to digital files.
- Archives Program - maintain timesheet files for tracking hourly staff, support team with supply orders, etc.

**Required Qualifications and Experience**

- Strong problem solving skills and proven ability to organize and manage multiple priorities
- Good communications skills, both written and verbal
- Experience collaborating effectively with others, both internally and externally
- Strong time management skills, ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization
- Bachelor's degree in related fields or three years of relevant experience
- Proficiency with spreadsheets, word processing, and databases
- Experience in management or operations
- Commitment to community grounded work and cultivating an inclusive workplace
- Ability to work flexible hours

**Preferred Qualifications and Experience**

- Proficiency with QuickBooks or other accounting software

- Proficiency with Microsoft Office, particularly Excel
- Proficiency working with Google Drive
- Experience working with AAPI communities
- Familiarity with Japanese American history and its relationship to issues of justice and equity today

### **Compensation and Benefits**

This is a full-time position. The anticipated salary range for the position is \$56,000 to \$62,000. Densho offers a generous benefits package including: excellent health, vision and dental plans; Retirement plan matched 50 cents on the dollar up to 6%; PTO starting at 17 days per year; parental and health-related leave, and 12 paid holidays. On-site, we provide free and secured parking and a casual dress code. In addition, Densho provides a collaborative and inclusive work environment, opportunities for staff development and professional growth, and meaningful and impactful work.

### **How to Apply**

Please apply online by submitting your cover letter and resume in a single PDF document via email to [jobs@densho.org](mailto:jobs@densho.org). Please put "Operations & Facilities Coordinator" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Operations & Facilities Coordinator position. Questions may be directed to Dana Hoshide at [dana.hoshide@densho.org](mailto:dana.hoshide@densho.org). All applications will be confidential within the hiring team and given serious consideration as soon as they are received.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

### **About Densho**

Densho is a public history nonprofit that documents the Japanese American experience before, during, and after World War II incarceration. We view Japanese American history within a longer trajectory of American racism and xenophobia, and use our order to speak out against injustices both past and present. Founded in 1996, we are trailblazers in the use of open access digital technology to preserve and share historical materials. Our digital archives, comprehensive encyclopedia, and educational resources for learners of all ages are all freely available on our website.

### **Our Values**

- Stewardship – Our elders entrusted us to share their stories with future generations. We hold ourselves accountable to the community of survivors and descendants that our work represents.
- Integrity – In documenting and sharing WWII incarceration history, we abide by the highest standards of scholarly rigor and archival best practices.
- Innovation – We remain informed about technological trends, recognize opportunities, and adopt new ideas.
- Justice – We use our own history as a foundation for supporting other groups that face similar instances of racism, xenophobia, and bigotry.
- Collaboration – We seek to build new partnerships and strengthen existing ones because success is achieved by working with others.