

JOB TITLE: #1933 Facilities Coordinator

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

COMPENSATION: \$21.48 hourly minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 annual hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173 /

POSTING DATE: July 26, 2024

DEADLINE DATE: August 16, 2024

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

INTERVIEWS: Interviews will be held on **August 22, 2024**

DESCRIPTION: This position directly supports facilities management and operations of the Minnesota History Center (MHC) building and grounds on the State of Minnesota Capitol Complex in downtown St. Paul. The Facilities Coordinator advocates for and advances the Minnesota Historical Society's mission by overseeing an essential business function and providing exemplary customer service to both internal and external contacts. The position is responsible for coordinating facilities related building and grounds work in partnership with the State of Minnesota Facilities Management Division (FMD), managing the facilities work request system, and providing support to shipping and receiving operations. Additionally, the position will provide direct support and execution of MHC Facilities Management functions as directed, all in support of an inclusive and positive environment, both for the MNHS workforce and for the community.

SUMMARY OF WORK: 1) Coordinate facilities repair and maintenance work in partnership with State of Minnesota Facilities Management Division (FMD); 2) Manage facilities work request system; 3) Support shipping and receiving operations; and 4) Perform other essential facilities functions.

MINIMUM QUALIFICATIONS:

- Two years of experience working in facilities management or related industry.
- Experience working in a facilities work request system, computer-aided facilities management (CAFM), integrated workplace management system (IWMS), or other work request system.

DEMONSTRATED SKILLS IN:

- Creating effective work products in GSuite applications (GMail, Calendar, Drive, Sheets, Sites).
- Preparing a variety of business documents and reports.
- Strong attention to accuracy and detail.
- Ability to work collaboratively in a team atmosphere.

- Demonstrated ability to communicate effectively.
- Proven exemplary customer service skills.
- Ability to multitask and work under deadlines while maintaining a calm and thoughtful demeanor.
- Effective and inclusive communications with a diverse group of users including museum visitors, vendors and contractors, and staff and volunteers.

KNOWLEDGE OF:

- Integrated Pest Management (IPM) for museums, libraries, or other cultural heritage facilities.
- Building plans, blueprints, and/or construction documents.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.

DESIRED QUALIFICATIONS:

- At least two years experience working in a large and complex campus setting and/or in a museum, library, or educational environment.
- Certificate program or industry credentialed certification in Facilities Management.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.