

## Job Description and Announcement

<b>Position:</b>	Facility & Office Coordinator
<b>Classification:</b>	Exempt, Full Time
<b>Position Salary Range:</b>	\$70,304 – \$91,550
<b>Reports To:</b>	Business & Operations Director
<b>Deadline to Apply:</b>	May 5, 2026 / Open Until Filled
<b>Estimated Start Date:</b>	<b>May 2026</b>

First 5 Fresno County (F5FC) is seeking to fill the role of Facility & Office Coordinator to lead and support the operations and business-related administrative needs of First 5 and the Lighthouse for Children facility, a centralized hub of initiatives, services, and training spaces supporting young children and their families in downtown Fresno ([www.lfcfresno.org](http://www.lfcfresno.org)). Note: This position was previously posted as the Operations Manager and the title was adjusted for clarity before reposting.

As with all F5FC positions, the **Facility & Office Coordinator's** role is intentionally designed to further our mission to create a seamless system of quality, accessible services that support the well-being of every child and family. We're looking for a **thoughtful and enthusiastic candidate who has eagerness for learning, relationship-building** and serving Fresno County, as well as experience with office/facility management.

The F5FC staff is a small team that works on impactful initiatives focused on the first 5 years of life. We are just as invested in our contracts and early childhood advocacy as we are in our people. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. We value relationships amongst our teammates and all those we interact with because relationships matter. Our goal is to foster a team environment where people show up with their whole selves because we value diversity and inclusion. Whatever your distinctive talent and skills are, you will enhance our team and our mission. No two career paths at F5FC are the same.

As an **Facility & Office Coordinator**, we expect the need for some on-the-job learning.

If the title seems intriguing, here are examples of some of the things we'll entrust you with:

- 1) act as the liaison and first point of contact for tenants, vendors, facility services, and the contracted facility management firm working at the Lighthouse for Children (referred to as the "facility");  
One note here: F5FC contracts with an outside Facility Management firm for on and off-site management so this role will oversee this contract as well as work and coordinate with the Facility Management Firm in decision-making.
- 2) manage, develop, and oversee contracts agreements with facility tenants
- 3) track and enter invoices, payments, and journal entries, and assist with creating and sending invoices within agency Accounts Receivables;
- 4) coordinate facility conference room rental requests and handling the set-up of tables and chairs;
- 5) manage the office areas, equipment, and common space of the facility; and
- 6) to bring forward new ideas & opportunities to further the vision of the Lighthouse...*just to name a few.*

**Want to know more?** Keep reading! Other general responsibilities of this position include:

- Work closely alongside the entire F5FC team to understand the network of partners and services supporting Fresno County families; embracing being one of ten staff members and the need to step in as needed.
- Expect to work closely with the business team; assisting in detail-oriented data entry tasks.
- Aid in the coordination and set-up of the Commission/Board meetings
- In partnership with colleagues and community members, participate in the planning, development and implementation of projects and/or initiatives focused on making it easier to raise a family in Fresno County.
- Participate in special projects as assigned, assuming responsibility for the end product.
- Attend Commission/Board and community meetings; support with Commission/Board meeting logistics; prepare and present agenda items as needed.

*Some activities within the job description are subject to change based on the needs of agency work and priorities - all in the name of keeping it interesting.*

### **Skills and Characteristics**

*We're looking for someone who...*

- Approaches work and life with curiosity, cultural humility and finds joy in learning from and partnering with people with diverse life experiences and backgrounds different than their own.
- Is committed to investing in the lives of our community's most underserved children and families, including, but not limited to, addressing the systemic forces affecting our communities particularly around race and equity.
- Builds and thrives in positive relationships and collaborative spaces with colleagues and agency partners.
- Will reflect, learn, and grow as an individual and as part of a team.
- Has sound judgment and integrity.
- Takes ownership of their work and the agency's work.
- Is quick to take initiative, analyze situations and recommend solutions.
- Is well organized and can manage multiple, overlapping projects with unique tasks and timelines.
- Writes and communicates clearly with others.
- Learns quickly and thinks critically and creatively.
- Is ready and able to adapt to new conditions and changing assignments.
- Is self-motivated and able to work independently and with a team with minimal supervision.
- Has experience with the Microsoft Suite (Word, Excel, and PowerPoint), Adobe Acrobat, and computer usage.

### **Education/Experience**

- Any combination of work experience, lived experience, education, and training that demonstrates the knowledge, skills and abilities listed previously.

### **Benefits**

- Medical Plan, Vision, and Dental coverage by employer at 100%
- Health Savings Account and Dependent Care Account available
- Life Insurance Coverage
- 401(a) retirement plan- employer contributed (approx.) nine percent of salary
- Accrual of Paid Time Off every pay period of more than 6 hours/pay period
- Holidays (~ 14 days per year)

## **“A Day in the Life” of the Facility & Office Coordinator:**

*The following are a few examples of what a “typical” day could include for this position:*

1. You check the facility’s *conference rooms* and the room rental calendar to see if tables and seats need to be adjusted. You add chairs and a couple of tables to the space for tomorrow’s reservation.
2. Then returning to your desk, you notice there is only one package of paper at the printer, and you go back to your desk to draft and send for approval a Payment Authorization Form to get more paper purchased.
3. Next, it’s time to review invoices and begin entering them into the accounting system since they need to be entered by the end of the day tomorrow.
4. After entering four or five invoices, you get a call from the facility management firm to hear progress on a facility maintenance project. You note key ‘take-aways’ that an estimated repair date means a tenant needs to be contacted with an update. You draft that email outlining the needed communications.
5. Next on your list is to do the annual review of the facility’s emergency action plan to see what might need to be updated and then send the red-lined version for review to your supervisor before it can be finalized.
6. You then notice an email that a colleague is looking for someone to take notes at an upcoming meeting they are facilitating and you reach out to see if the “notetaker” role has been filled.
7. After that you set up a meeting for the following week with your supervisor and a few key staff members to brainstorm with. You’ve been researching potential new partnerships and ways to expand the use of the Lighthouse for Children facility. The meeting will be a great place to share your ideas, findings, your top recommendations, and decide with the group which direction to move forward.

...and the day rolls on. These are just some examples of what the role will be responsible for. For this role, each day may not look like the day prior, things move quickly and workload needs evolve.

### **More About First 5 Fresno County**

At First 5 Fresno County we believe children thrive when their families thrive. We invest in and partner with public, private and community-benefit agencies to strengthen our community’s supports for families with young children. We envision a future where young children and their families are healthy, loved, and nurtured. We pursue this vision by partnering with, advocating for and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family. Proposition 10, the legislation that created First 5 Fresno County, states that the mission of First 5’s is to create a seamless system of care for young children and their families, by using its funding to fill gaps where existing programs and services don’t reach. First 5 Fresno County invests its dollars through grants/contracts with local non-profits and public organizations that serve young children and their families.

### **Physical Requirements**

*While the following are typical physical requirements of this position, reasonable accommodations for individuals with disabilities may be requested and will be evaluated.*

While performing these job duties, the employee is regularly required to stand/sit, move about, and perform clerical duties and keyboarding. The employee is occasionally required to reach; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, visitors, and vendors.

### **First 5’s Organizational Accountabilities**

We at First 5 Fresno County expect and strive to encourage and strengthen the following organizational accountabilities in all team members:

Reliability and Professionalism	Demonstrate consistent attendance, punctuality, and a professional demeanor.
Communication & Collaboration	Communicate effectively and work cooperatively across teams to support shared goals.
Initiative and Ownership	Take proactive steps to improve work processes and assume full responsibility for assigned projects.
Integrity and Trust	Uphold ethical standards and build trust through honesty and transparency.
Leadership and Teamwork	Lead by example, support team success, and foster a positive work environment.
Planning and Problem Solving	Manage time effectively, anticipate challenges, and develop practical solutions.
Mission Alignment and Accountability	Aligns actions with organizational mission and consistently meet performance expectations.

**Other Requirements/Disclaimers**

- Valid California Driver’s License and auto liability insurance required.
- Ability to travel independently within Fresno County to attend meetings as needed (mileage reimbursed).
- Available to work before and after regular office hours (8 a.m. – 5 p.m.) on occasion, for meetings or to meet deadlines as needed.
- Must have the ability to work in a highly collaborative and diverse work environment.
- English proficiency is essential for the position. Spanish welcomed.

**Working Conditions**

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment and families visiting the Lighthouse for Children facility. Some travel may be required. We are a child-friendly workplace with our office located in downtown Fresno.

*Note: Due to the requirements of this role, this position primarily works in-office.*

**How to Apply**

First 5 Fresno County is committed to recruiting and retaining staff with talent, skills, education and lived experiences reflective of the diversity of the families we represent in Fresno County.

**To apply, submit three things:**

Along with your 1) **résumé**, 2) **submit a cover letter** detailing examples of why your experience, background and skills make you an ideal candidate and colleague for this role.

Include 3) **a list of two professional references (with contact information)** who can attest to your pertinent knowledge, skills, and experience for this position. Submissions in response to this announcement must be sent via email to [jobs@first5fresno.org](mailto:jobs@first5fresno.org) or uploaded to our online submission portal (<https://first5fresno.org/about/#job-openings>) by the posted deadline. We can’t wait to meet you!