



POSITION DESCRIPTION

CONSTRUCTION PROJECT COORDINATOR

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Construction Project Coordinator provides professional administrative support in capital and maintenance projects and financial management. The position is on the Capital Projects and Maintenance Teams in the Facilities Department and reports to the Senior Director of Facilities.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Procure goods and services for the Capital Projects and Maintenance Team to include researching, estimating, soliciting estimates and bids, securing relevant required documentation, processing procurement paperwork—including contractual agreements—and monitoring process status until project close-out.
- Manage procurement using a diverse variety of funding sources to include Miami-Dade County, Federal Emergency Management (FEMA), State of Florida, and other grants.
- Collaborate and coordinate with Vizcaya's Business Office and its Grant Manager to ensure financial tracking and reporting requirements are met.
- Maintain and track financial data in the Operating Budget and in the Capital Project Budget for individual projects.
- Reconcile credit card statements.
- Assist in budgeting, producing analyses and reports.
- Maintain all financial related files as required by law and county policy to ensure proper accountability of records, to ensure compliance, and to submit any documentation as requested.

General Responsibilities

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision, and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration, and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.

- Create and manage your budget; understand and comply with Vizcaya's policies and procedures.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 2 years of work experience in accounting and/or bookkeeping.
- Bachelor's degree in business administration, accounting, or a related field.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training and education.
- Knowledge of construction project management and/or capital funded contracts.
- Experience working with Miami-Dade County or other governmental agencies.
- Experience working for a non-profit or cultural institution.
- Familiarity with Computerized Maintenance Management Systems (CMMS).
- Experience using financial management software.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$60,200 for someone meeting the requirements of the position to approximately \$66,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors and other constituents on and off site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to:
HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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