



Facilities Coordinator

ABOUT BO'S PLACE

Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in greater Houston and surrounding areas and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them, as well.

JOB DESCRIPTION

The Facilities Coordinator is responsible for the day-to-day upkeep, appearance, and functionality of Bo's Place facilities and grounds. This role performs routine building maintenance, supports event setup and cleanup, manages vendor services, coordinates maintenance activities, and ensures a safe, clean, and professional environment. Assists with set up and facility needs for satellite locations, camps and event venues.

ESSENTIAL DUTIES & RESPONSIBILITIES

Facility Maintenance and Building Operations

- Change HVAC air filters according to preventive maintenance schedules.
- Replace interior and exterior light bulbs, fixtures, and lighting components as needed.
- Perform minor repairs, touch-up painting, and general maintenance tasks.
- Ensure carpets, flooring, walls, and common areas are maintained in good condition.
- Monitor, maintain, and coordinate repairs for HVAC, lighting, plumbing, and other building systems.
- Conduct routine facility inspections and identify maintenance needs.
- Maintain and purchase supplies for facility maintenance and custodial needs.
- Submit, track, and follow up on work orders to ensure timely completion.
- Serve as primary contact for security/alarms.

Grounds & Exterior Upkeep

- Ensure outdoor spaces, walkways, entrances, and parking areas are swept and maintained daily.
- Maintain and monitor the operation, cleanliness, and appearance of garden fountains and other outdoor water features.
- Coordinate landscaping and exterior maintenance services as required.
- Report and address safety hazards and facility concerns.



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Furniture & Space Management

- Move, assemble, and arrange furniture for office relocations, meetings, and special events.
- Assist with office space reconfigurations and workstation setups.
- Maintain inventory of furniture, equipment, and facility supplies.
- Event Support
- Set up and break down rooms for meetings, training sessions, and company events.
- Perform post-event cleanup and restoration of meeting and event spaces.
- Support logistical needs for internal and external events.

Vendor Coordination

- Schedule and coordinate vendors, contractors, and service providers.
- Monitor vendor performance and verify completion of contracted services.
- Maintain service schedules, vendor records, and maintenance documentation.
- Assist in obtaining bids and coordinating facility improvement projects.

Safety & Compliance

- Responsible for compliance with safety and building codes.
- Support workplace safety programs and facility compliance requirements.
- Report and document maintenance issues, hazards, and incidents.
- Ensure facility operations comply with company policies and applicable regulations.
- Maintain a safe, clean, and organized work environment.

QUALIFICATIONS

Education and Experience

- 2+ years of facilities, building maintenance, property management, or related experience preferred.
- High school diploma or equivalent required.
- A combination of experience and education that meet the minimum requirements may be considered.

Skills and Competencies

- Working knowledge of HVAC systems, lighting systems, preventive maintenance, and general building operations.
- Ability to read and interpret building plans.



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- Ability to prioritize multiple tasks and respond effectively to facility-related needs.
- Ability to safely lift and move furniture, equipment, and supplies up to 50 pounds.
- Strong organizational, communication, and vendor management skills.
- Basic computer proficiency, including Microsoft Office and work order management systems.
- Excellent written, verbal and organizational skills.
- Strong interpersonal skills and tact in interacting with a diverse group of individuals.

GENERAL INFORMATION

Work Schedule: Monday – Thursday 8:30 a.m. – 5:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. Some evening and weekend hours required to provide adequate coverage of facility needs.

Department: Facilities

Job Status: Full-time

FSLA Status: Non-Exempt

Reports to: Finance & Operations Director

TO APPLY

Letters of Interest and Resumes may be emailed to: info@bosplace.org.



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