



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 management of maintenance, custodial and facilities operations. Oversees all maintenance and repairs of home campus facility. Coordinates and plans the necessary maintenance schedule for efficient operations of the home campus facility. Assists with set up and facility needs for satellite locations, camps, event venues.

ESSENTIAL DUTIES & RESPONSIBILITIES

Facilities

- Schedule routine maintenance and inspections as required for permits.
- Maintain log of facilities maintenance performed.
- Coordinate and supervise vendors and ensure work performed to specifications.
- Assess maintenance issues and recommending proposals as appropriate for future facility requirements.
- Ensure compliance with safety and building codes.
- Maintain and purchase supplies for facility maintenance and custodial needs.
- Assist with set up of facility needs at home campus and at remote satellite locations.
- Attend, set up, and staff volunteer and special events as requested.
- Serve as primary contact for security/alarms.
- Other duties as necessary for the effective and efficient operation of the facility.

Administrative

- Develop and manage maintenance program for the facility to include building and outside property.
- Prepare monthly operational reports and maintain comprehensive work records.
- Manage facility-related credit card purchases, maintaining receipts, invoices and expense documentation.
- Attend staff meetings.



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QUALIFICATIONS

Education and Experience

- A minimum of 3 years related experience.
- High School diploma required.
- Technical or college degree preferred.
- A combination of experience and education that meet the minimum requirements may be considered.

Skills and Abilities

- Knowledge of facilities and mechanical equipment management essential.
- Ability to read and interpret building plans.
- Skilled in handling tools, equipment assembly and minor repairs.
- Follow safety procedures and the use of tools properly to avoid injury or damage.
- Ability to lift a minimum of 50 pounds.
- Strong interpersonal skills and tact in interacting with a diverse group of individuals.
- Excellent written, verbal, and organizational skills.
- Proficiency with Microsoft Office Suite, specifically Microsoft Excel, Outlook, and Word

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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