

Job Description

Title:	Facilities Coordinator	Full-Time/ Part-Time:	Full-Time
Department	Facilities	Hourly/ Salary:	Salary
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:		FLSA Classification:	
Organization Overview:			
<p>The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.</p>			
Position Summary:			
<p>The Isaacs Center is seeking a Facilities Coordinator; reporting to the facilities manager and working closely with the leadership staff at each of our satellite sites, the Facilities Coordinator will be responsible for daily maintenance oversight, assessing infrastructure needs, creating departmental protocol and procedures, vendor/community partner communications and training and development of staff.</p>			
Qualifications:			
<ul style="list-style-type: none"> • Job related experience preferred. • Bachelor's Degree preferred. • Valid New York State driver's license required. • Ability to work flexible hours including evening and weekend, to accommodate schedule changes, as dictated by special events, required. 			
Primary Duties:			
<p><u>Facilities Management</u></p> <ul style="list-style-type: none"> • Review each Isaacs Center satellite weekly and ensure their appearance is in alignment with organizational expectations. • Respond to maintenance calls as needed and determine appropriate next steps. • Report and follow up on all maintenance requests made to New York City Housing Authority (NYCHA) in alignment with organizational expectations. • Allocate and manage facility space for maximum efficiency • Supervise maintenance and repair of facilities and equipment <p><u>Standard Operating Procedure</u></p> <ul style="list-style-type: none"> • Develop and implement a facility management program including preventative maintenance and life-cycle expectations • Ensure compliance with health and safety standards and industry codes • Implement best practice processes to increase efficiency <p><u>Vendor/Contractor Liaison</u></p> <ul style="list-style-type: none"> • Coordinate with NYCHA, contractors and/or Isaacs Center staff during facility refurbishment and renovations • Negotiate contracts to optimize delivery and cost saving • Manage and review service contracts to ensure facility management needs are being met • Assist in the review and procurement of furniture and equipment needs. <p><u>Talent Acquisition & Training</u></p> <ul style="list-style-type: none"> • Performance manage, develop and train staff 			

- Working with the Isaacs Center Youth Employment Services division, develop and implement a career sector program for participants interested in facilities employment
- Develop and institute best practice and training material needed for interns and facilities employees
- Determine necessary trainings and certifications for all facilities staff members

The Stanley M. Isaacs Neighborhood Center is an Equal Opportunity Employer / Program

Updated June 2018