

Facilities Manager Employment Posting

Title: Facilities Manager

Part Time: 5 to 10 hrs/week, depending on funding

Application Deadline: Review of applications begins June 12; open until filled

Application Procedure: Send cover letter and resume by email (preferred) to wuufacilitiesmanager@gmail.com, or by regular mail to

WUU Facilities Manager
3051 Ironbound Road
Williamsburg, VA 23185

Applications sent by email will receive an acknowledgement within a few days. If none is received, please send an inquiry. No phone calls please.

Job Summary: Manages WUU facilities, including marketing, space setup, and reconfiguration for both rental and congregant use. Coordinates scheduling of non-WUU events with the Program Assistant

Essential Duties:

Tasks partially funded by recoveries from rental agreements

1. Markets WUU facilities (including the kitchen) for rental by outside groups
2. Meets with both short-term and long-term renters and manages contracts and relationships
3. Assisted by volunteers or hired help, manages setup and configuration of rooms (using templates provided) for use by both WUU and non-WUU users (with a specific fee charged for this service to non-WUU renters) and manages the return of rooms to the configuration specified by the primary user of that space
4. Develops, trains, maintains, and supervises a list of Facility Monitors who can open, close, and secure the facility, assist AV teams, control the environment, and ensure that rest rooms are adequately supplied

Tasks funded entirely by the WUU non-rental budget

5. Manages scheduling issues in conjunction with the Program Assistant
6. Reports rental income and expenses to the Finance Committee, submits budget projections when needed, and reports on trends and issues affecting the WUU rental program
7. Maintains procedures to ensure efficient facilities operation
8. Meets with the minister, and attends staff meetings, Board meetings or retreats if requested
9. Serves as the primary contact between WUU and the providers of contracted janitorial services

Minimum Qualifications:

1. Good written and verbal communication skills and comfortable with public speaking
2. Previous experience with marketing and facilities management is preferable, but not required

Core Competencies:

1. **Interpersonal Relationships:** Relates well to all kinds of people, inside and outside of the congregation. Builds effective and constructive relationships. Uses diplomacy and tact. Is regarded as a team player.
2. **Organizing:** Clearly gathers and organizes resources (people, funding, materials, support) to get things done. Can orchestrate multiple activities at once and use resources effectively and efficiently.
3. **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions. Broadly shared both responsibility and accountability. Trusts people to perform.
4. **Contract Management:** Able to read, understand, and negotiate contractual agreements. Consults a lawyer when needed.
5. **Trust and Integrity:** Is widely trusted, seen as direct and truthful. Keeps confidences. Admits mistakes.

Compensation: Starting salary \$18/hr