



## **Job Title: Operations and Facilities Manager**

### **Duties & Responsibilities: Summary**

The Operations and Facilities Manager will report to the Director of Finance and Operations. This position calls for a strategically oriented and experienced facilities operations professional who will work closely with entire campus, parents, staff and students. The position will also include day to day technology support. The position is integral in the daily success of students and staff; it has a direct impact on day-to-day decisions and operations.

### **Facilities & Security**

- Maintain day-to-day operations of facilities
- Monitor the safety and cleanliness and upkeep of building – interior and exterior – such as offices, classrooms, conference rooms, parking lots, outdoor spaces, etc.
- Perform routine facility maintenance and make minor repairs as needed as well as perform some custodial work
- Oversee maintenance and beautification of grounds
- Procure building materials, supplies, and work with Director of Finance and Operations with vendor selection (security, cleaning, maintenance, supplies, etc.)
- Oversee and manage long-term maintenance plan of building and property
- Schedule routine maintenance, inspections, and emergency repairs with outside vendors
- Supervise outsourced custodial personnel
- Set up and tear down for all school events, including lunch and devotions
- Coordinate volunteers (lunch, work days, building maintenance, etc.)
- Assist with school carpool: drop off and pick up of students
- Be available for after-hour emergencies
- Oversee safety and security protocols in collaboration with our Security Resource Officer
- Schedule and oversee safety drills, CPR and other training as appropriate or required by law
- Other duties as assigned by Director of Finance and Operations
- Attend Board of Trustees Facilities Committee meetings

### **Technology**

- Manage and assist with day-to-day technology use as a first-line customer support to students and staff
- Recommend technology purchases – equipment and infrastructure in coordination with Director of Finance and Operations and outsourced technology provider
- Coordinate and maintain audio/visual equipment as needed
- Other duties as assigned by Director of Finance and Operations

**Minimum Qualifications:**

- Personal relationship with Jesus Christ
- Understands and committed to the mission of New Hope Academy
- Previous work experience commensurate with job requirements
- Ability & desire to work in a school environment with children
- Valid driver's license and ability to lift and carry materials

**Working Conditions**

This is a Christ-centered Pre-K – 6<sup>th</sup> grade school with about 200 students. The Operations and Facilities Manager will have his/her own office between the administrative office and classrooms.

**Salary & Benefits**

Salary commensurate with experience with an anticipated starting salary of \$60,000. Benefits are available the first of the month following 30 days of employment. The benefit package includes medical, dental, vision, supplemental plans, including life, short- & long-term disability and employee funded 403b. New Hope Academy covers 100% of the cost of medical, dental, vision, short- & long-term disability for the employee only. The employee may elect additional coverage including coverage for family members at the cost of the employee.

**Company Information**

New Hope Academy is a Christ-centered school educating students of diverse socio-economic and racial backgrounds by establishing a Biblical worldview and preparing each child to flourish, academically, socially, emotionally, and spiritually.

**Application Process**

Please submit resume and cover letter via email to [resume@nhafranklin.org](mailto:resume@nhafranklin.org).