



Facilities Manager

Broadmoor Improvement Association (BIA)

Reports To: Executive Director

Hours & Location: Part-time; up to 20 hours per week and some weekends. Work will primarily be completed on-site at the BIA Arts & Wellness Center (3900 General Taylor Street) and Rosa F. Keller Library Community Center, with occasional off-site community meetings, events, and facility-related activities.

Compensation: \$20 per hour. This is a part-time, non-benefited position limited to 20 hours per week.

Position Description:

The Facilities Manager oversees the daily operations, maintenance, and use of BIA's community facilities, including the Arts & Wellness Center and Rosa F. Keller Library Community Center. This position coordinates facility operations, maintenance needs, vendors, tenant relationships, rentals, and community space use to ensure safe, welcoming, and well-maintained facilities that support BIA's mission.

The Facilities Manager also supports BIA programs, events, and neighborhood initiatives by ensuring facilities are prepared, accessible, and operational for community activities.

Core Responsibilities:

Facilities Operations & Maintenance

- Oversee daily facility operations, inspections, maintenance requests, and preventative maintenance.
- Coordinate HVAC, plumbing, electrical, security, building access, and general repair needs with vendors, contractors, and property management.
- Manage service requests, vendor communication, work orders, and facility records.
- Monitor facility conditions and support timely resolution of maintenance and safety concerns.
- Assist with emergency facility needs and coordinate response efforts when necessary.

Community Facilities & Rentals

- Oversee the operations and use of the Arts & Wellness Center and Rosa F. Keller Library Community Center.
- Manage facility scheduling, room reservations, rentals, meetings, and community use of spaces.
- Support outreach efforts to increase facility rentals, partnerships, and revenue opportunities.
- Maintain positive relationships with renters, tenants, artists, wellness practitioners, and community partners.
- Respond to facility-related questions and coordinate resolution of concerns.
- Support facility tours and rental inquiries through Desk Ambassador training and coordination.

Desk Ambassador Program Support

- Manage and support the existing Desk Ambassador program, including scheduling, communication, and daily coordination.
- Train and support Desk Ambassadors in welcoming visitors, conducting facility tours, responding to rental inquiries, and providing excellent customer service.
- Provide guidance and feedback to ensure Desk Ambassadors effectively support BIA operations and community engagement.

All interested applicants are asked to email their resume and cover letter to

careers@broadmoorimprovement.com

- Coordinate Desk Ambassador coverage to support facility operations, programs, and events.

Operations & Program Support

- Provide facility and logistical support for BIA programs, including the food pantry, community gardens, events, and neighborhood activities as needed.
- Support event preparation, including space setup, breakdown, scheduling, and coordination of facility needs.
- Maintain facility calendars, records, vendor information, and operational documentation.
- Support BIA communications and outreach using tools such as Wix and Canva.
- Participate in staff meetings, community meetings, and neighborhood events as needed.

Qualifications:

- High school diploma or GED required; associate degree, technical certification, or training in facilities management, property management, construction, building systems, or a related field preferred.
- Minimum of 3 years of experience in facilities operations, property management, building maintenance, community facilities, or a related field.
- Valid driver's license and reliable transportation required.
- Experience coordinating contractors, vendors, maintenance requests, and service schedules.
- Working knowledge of building systems and maintenance practices, including HVAC, plumbing, electrical, security, and general repairs.
- Strong organizational, communication, and problem-solving skills with the ability to manage multiple priorities.
- Ability to work independently, maintain accurate records, and respond effectively to facility needs.
- Experience working with tenants, renters, community members, or nonprofit/community-based organizations preferred.
- Proficiency with basic computer systems and office technology; experience with Wix, Canva, Google Workspace, or similar tools preferred.
- Reliable transportation and valid driver's license required. Must be able to travel locally for BIA operations, meetings, events, and facility-related needs.
- Must successfully complete a background check prior to employment.

Physical Requirements:

Ability to conduct facility walkthroughs, inspect spaces, work on HVAC equipment on the roof, climb a ladder to work on ceiling height equipment, communicate with staff and vendors, and use standard office equipment and technology. The position will require standing, walking, lifting equipment or supplies, using tools on and off ladders, and assisting with event setup and breakdown.

About the Broadmoor Improvement Association:

The Broadmoor Improvement Association (BIA) is a nonprofit neighborhood organization founded in 1930 that serves people who live, learn, work, worship, and play in Broadmoor through community partnerships, programs, and initiatives that improve quality of life and promote health and wellness.

Equal Opportunity Employer:

The Broadmoor Improvement Association is committed to equal employment opportunity and does not discriminate based on race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, gender identity, or any other protected status.

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