



## **Facilities Manager**

Isabella Freedman Jewish Retreat Center is a year-round 180-person retreat facility that is located in Falls Village, CT.

Hazon is the national umbrella organization leading the Jewish environmental movement, and the largest faith-based environmental organization in the U.S, leading the Jewish response to the climate crisis and working in coalition with other faith and cultural groups as well. Now, Hazon is merging with the strongest Jewish retreat center and JOFEE site in North America, the Pearlstone Campus just outside of Baltimore, creating a stronger organization than ever before to lead the Jewish, Outdoor, Food, Farming and Environmental Education (JOFEE) world and the Jewish environmental movement as a whole.

This full-time position will be responsible for the overall facilities of the Isabella Freedman Jewish Retreat Center and will report to the Chief Operating Officer. This position requires a flexible schedule including nights, holidays, and weekends. Local or on-site residence is highly preferred.

### **Responsibilities include:**

- Direct and supervise maintenance technicians in accordance with policies and procedures – identifying and correcting problems and responding to staff and guest requests and questions – to ensure quality service.
- Maintain grounds, buildings, vehicles and work performed in accordance with governing bodies and codes. Work in all areas of the property, both inside and outside, including in inclement weather.
- Maintain and carry out current safety and security standards.
- Maintain relationships with outside vendors, subcontractors, and local governing agencies. Hire and supervise outside contractors.
- Lead and direct employees to follow standard practices; schedule long/short term, small and large projects, task lists.
- Be responsible for credit card/receipts and submit reports and submit in a timely manner.
- Oversee field staff performance, workflow and completion of assignments.
- This position requires field time with some office time; coordinate with the Director of Retreats and HR on scheduling through deputy, coordinate with the hospitality team.

- Participate in all managerial meetings and functions.
- Develop property operations budgets, forecasts and utility accruals. Provide input on priorities for capital improvements and budget.
- Respond to any reasonable task as assigned by the Manager on Duty (MOD). We are in the process of incorporating a MOD program on campus.
- Attend All-Staff and Facilities Staff meetings, in-service training and education sessions as assigned.

### **Qualifications:**

- High school diploma or equivalent.
- Vocational or technical training preferred.
- Minimum four years experience in a similar position in the hospitality industry.
- Minimum four years previous management experience.
- Ability to use hand tools and power tools, including snow-removal and landscaping equipment.
- Must be able to work at various heights on ladders, roofs, etc. Some work may be in confined spaces.
- Knowledge in basic HVAC, electrical, mechanical and plumbing.
- Understanding of office equipment.
- Keep confidential information.
- Computer literacy.
- Ability to conduct meetings, communicate well, lead a team, etc.

### **How to Apply**

To apply, send a resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Facilities Manager” in the subject line. Applications will be reviewed on a rolling basis starting November 17, 2021.

Salary range is 45K-55K commensurate with experience, including benefits package.

New employees are eligible for a signing bonus of \$1,000. At the time of hire, the new employee will receive \$250. After 45 days, provided they have no active disciplinary issues, the new employee will receive the remaining \$750.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.