



Position: Facilities Manager
Site: BAHIA, Inc.
Location: Berkeley, California
Reports to: Executive Director
FLSA¹ status: Non-exempt
Time: Part time (20 hours a week)

Bay Area Hispano Institute for Advancement (BAHIA) is an established and well-respected organization providing quality dual language learning (Spanish & English) and multicultural early childhood education to children, 2 to 10 years of age. The Facilities Manager is responsible for the maintenance as well as improvements to BAHIA's two sites, ensuring that facilities continually meet quality and safety standards for operation.

Basic Function:
Facilities Operations

Essential Duties and Responsibilities:

- Ensuring that the facilities are consistently safe and in good repair;
- Upgrading with a focus on health, safety, operational and environmental efficiency;
- Identifying needed repairs, maintenance, and prospective upgrades to the physical plants for consideration by the executive director;
- Leading the search for and coordinating the identification of licensed contractors, overseeing the bidding process, and recommending contractor selection to the executive director;
- Overseeing the work of contractors, ensuring that work is done in a safe, timely manner and according to a schedule that minimizes service interruption;
- Organizing project volunteers for facilities renovation plans as needed.

Minimum Qualifications:

- At least 2 years of successful facilities management, strong project development and execution, including bids, working with a budget, and reporting on the successful and timely completion of projects;
- Experience at organizing contractors and laborers in a clear, positive, and productive manner;
- Strong bilingual (Spanish/English) skills in verbal and written communication;
- Ability to maintain open communication with, and the ability to contribute as, a productive team member;
- Quality phone and email etiquette;

¹ Fair Labor Standard Act

- A work ethic that demonstrates punctuality and organization;
- Proactive, resourceful, solution-oriented, and flexible in a changing environment;
- A positive attitude, self-motivation, and the ability to maintain poise and a professional demeanor in the face of competing demands;
- Proficiency with standard office software (Microsoft Office, Google Suite) as well as a basic understanding of website platforms.

Licenses and other requirements:

- Valid California driver's license;
- Fingerprint clearance with the Department of Justice, FBI, and Child Abuse Index;
- Complete Health Screening;
- Proof of updated vaccinations to include COVID/booster vaccines and influenza vaccine as well as all vaccinations required by California Community Licensing.

Working Conditions:

This position will require driving between two BAHIA sites (located one mile apart) and other nearby locations as needed, as well as some lifting of up to 50 lbs.

Salary and Benefits:

\$40,000 per year

Benefits include: Paid Holiday, Sick leave, and Vacation time accrual.

Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, no later than April 30, 2023 to Martha Melgoza, Executive Director, at martham@bahiainc.com. We are happy to answer any questions or supply further information.

BAHIA, Inc. operates on a non-discriminatory basis, affording equal treatment and access to services for all without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.