

## Facilities Project Manager

**Who We Are:** CORA (Community Overcoming Relationship Abuse) is the only agency in San Mateo County providing comprehensive crisis intervention and supportive services to survivors of domestic violence and their children. CORA seeks a **Facilities Project Manager**, 30+ hours a week, to serve as the main point of contact for all facilities-related responsibilities for three major sites. The Facilities Project Manager ensures the smooth running of CORA sites and safety of our staff.

**Position Summary:** This position serves as the main point of contact for all facilities-related items and safety concerns for three major sites in San Mateo County. The Facility Project Manager performs routine repairs and preventative maintenance on building equipment and building systems efficiently and effectively as well as have oversight of contractors or vendor technicians. The position will also serve as the project manager for larger capital renovations.

### Responsibilities:

- Point of contact for all facilities-related items for three major sites.
- Management of facility related vendors and systems including but not limited to ordering equipment, supplies, alarm system and janitorial team.
- Source and vet vendors and other skilled technicians for any specialized work, review contracts, and make recommendations for approval and decision making.
- Identifies, operates and performs routine repairs and preventative maintenance on building equipment and building systems for three major sites efficiently and effectively.
- Responds to trouble calls and performs necessary repairs or adjustments as appropriate.
- Responsible for the warehouse security and operations, including donations acceptance and disposals.
- Responsible for updating the emergency response plan and performing all required fire drills and upkeep of fire extinguishers, for all properties and keeping the fire drill log updated as well as other safety-related procedures.
- Assists & Completes facilities work orders: performing minor repairs, moving furniture, painting, replacing light bulbs, setting up conference rooms for special events and other facilities duties.
- Responsible for the setup of equipment and chairs for events, making sure all parts are working and have current batteries.
- Coordinates landscape and contractor work with outside vendors.
- Checks exterior lighting and report outages.
- Performs miscellaneous facilities duties as assigned.

### Required Skills/Qualifications:

- Familiarity with community-based services in San Mateo County preferred.
- Five years minimum experience in the following related skill levels: Painting, Minor electrical, landscape maintenance, and general handyman/carpentry.
- Ability to work under conditions such as heat, dust, and rain for prolonged periods
- Ability to work in an environment that may require prolonged walking, stooping, bending, sitting, or walking in close space.
- Ability to establish and maintain effective and cooperative working relationships with staff and vendors contacted in the course of the work.
- Project Management experience, negotiating contracts, and communicating to all levels of staff for execution.
- Microsoft office suite experience including outlook emails and calendaring ideal but not required.
- High School Diploma or equivalent
- Ability to lift 50 lbs. with no restrictions that would impair the employees from safely and efficiently carrying out the assigned responsibilities.

- Background check, including fingerprinting clearance from the Department of Justice; Demonstrate eligibility to work in the United States.
- Completion of 40-hour domestic violence training. *Candidates who have not completed the training will be required to do so.*
- Valid CA driver's license, access to reliable transportation, and insurance required. Willingness to travel to multiple sites within San Mateo County.

**Reports to:** Director of Finance & Operations

**Benefits/Compensation:** This position is non-exempt with an approximate schedule of 30 hours a week up to full-time (37.5 hour work week). CORA offers some flexibility with the schedule. The rate is \$35 per hour, non-negotiable. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1<sup>st</sup> year), LT disability, life insurance, and a matching retirement plan.

**To Apply:** Please email resume and cover letter to [jobs@corasupport.org](mailto:jobs@corasupport.org).

**Websites:** [www.corasupport.org](http://www.corasupport.org) and [www.teenrelationships.org](http://www.teenrelationships.org)

### **CORA History and Overview**

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counseling. Family Support Services provides mental health therapy, transitional housing for survivors and their children, and a children's program that provides supportive counseling, weekly art and literacy programs, and developmental support. CORA also provides education about domestic violence and legal assistance.

CORA is strengths-based, collaborative, accessible, and client-centered. We believe that everyone deserves to be treated with respect in their intimate relationships and, as such, we provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber and foster staff engagement through transparency and inclusion in agency decisions wherever possible. We also strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

*CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.*

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.*

**No phone calls please.**