



Vietnamese American Initiative for Development, Inc.
42 Charles Street, Suite E, Dorchester MA 02122
Tel: 617-822-3717 - Fax: 617-822-3718 - www.vietaid.org

Facilities Manager

Job Overview: VietAID seeks a committed Facilities Manager to oversee the daily safety, capital improvement projects, and space usage of our building. This is a full-time position and will report directly to the Director of Operations.

The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. VietAID's programs include an accredited bilingual preschool, out-of-school time youth development, drop-in day program for older adults and affordable housing creation and preservation. VietAID manages a growing portfolio of deeply affordable housing units across Fields Corner and Dorchester.

VietAID developed and operates the Vietnamese American Community Center (VACC). VACC serves as a place for the community to come together and take part in or learn about programs that can help them improve their health, education, financial well-being, and more. VietAID is just one of several community organizations that operates out of the VACC. On any given day, as many as 200 children, youth, and adults access services in the building.

Responsibilities and Duties:

- Source and oversee contracts and service providers for functions such as cleaning, parking, security, and technology
- Supervise a team to staff special events and programming, which include evenings and weekends
- Manage community center space rentals for external vendors
- Advise the organization on measures to improve facility efficiency and cost-effectiveness
- Ensure that basic facilities are well-maintained and conduct proactive maintenance
- Draft maintenance reports
- Create emergency protocols and manage emergencies as they arise
- Ensure that facilities meet compliance standards and government regulations
- Ensure employee and facility safety
- Oversee any renovations, refurbishments, and building projects
- Oversee capital improvement needs and facilitate projects to ensure that the community center is in optimal condition
- Plan for the future by forecasting the facility's upcoming needs and requirements
- Complete other tasks and projects related to the job, as needed



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Qualifications and Skills: *We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.*

- Minimum two or more years of building and/or facilities experience
- Minimum two or more years with supervisory experience
- Ability to manage multiple timelines and reporting processes
- Proficient with MS Office Suite and Google Suite
- Demonstrated ability to pay close attention to detail
- Experience working as part of a team delivering coordinated services
- Ability to climb ladder and make basic repairs
- Ability to lift 50 lbs
- Ability to project manage as necessary
- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment
- Ability to work evenings and weekends
- Commitment to the work of social and economic justice
- Understanding of Vietnamese immigrant experience
- Familiarity with Fields Corner neighborhood
- Bilingual in Vietnamese and English
- Demonstrated diplomacy, sense of humor and grace towards others

Location: Work will be primarily at our main office (42 Charles Street, Suite E, Dorchester MA 02122) with opportunities for remote as appropriate.

Compensation: The salary range for this position is \$55,000 - \$70,000 and is commensurate with experience.

Please submit your cover letter and resume to jobs@vietaid.org with the subject line *Facilities Manager - Applicant*. This position is opened until filled. No phone inquiries. Interview will be remote via Zoom.

As an EOE/AA employer, VietAID will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.