MAINTENANCE MANAGER - FOCUS STUDY CENTER

FOCUS (Fellowship of Christians in Universities and Schools, Inc.) is an interdenominational Christian youth ministry operating in 10 locations throughout the East Coast. The purpose of FOCUS is to give independent school students in grades 6-12 the opportunity to investigate traditional Christian faith and values in a forum that is fun, relevant, intellectually stimulating, and non-coercive. FOCUS pursues this goal through area-based activities as well as summer programs at its Study Center on Martha's Vineyard and school-season retreats at various locations.

Position Description:

The Maintenance Manager will assist the Director of the Study Center as he stewards, staffs, operates, and maintains the property and services entrusted to him/her, to the end that the Study Center provides the finest possible platform for the presentation of the Gospel in accordance with the vision, mission, and core values of FOCUS. The Maintenance Manager will report to the Director of the Study Center.

Specifically, the Maintenance Manager will assist in:

- Maintaining a safe and attractive environment for all activities at the Study Center.
- Maintaining the buildings, vehicles, infrastructure, and landscaping at the Study Center.
- Providing temporary facilities management coverage in the absence of the Director of the Study Center.
- Supervising work performed by contractors, vendors, interns, work crews, volunteers, etc.
- Caring for other FOCUS properties in NYC and Greenwich, CT, as needed.
- Working directly on facilities-related projects. Must be willing and able to perform hands-on maintenance tasks.
- Compliance with government regulations.
- Producing successful programs.
- Special projects as needed.

Position Requirements:

The ideal candidate will have:

- A passion for the Christian Gospel, and will be required to sign and abide by the FOCUS Statement of Faith.

- A calling to serve independent school students through excellent care of the Study Center facilities.
- A general understanding of the trades as they relate to buildings and grounds maintenance.
- Availability to work full-time, at times, early mornings or weekends.
- Gifts of hospitality and a desire to serve others.
- The ability to work alone and on a team.
- Two or more years of property-related experience.

Physical Requirements:

- Prolonged periods of standing and walking throughout facilities.
- Heavy: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds frequently.
- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
- Must be able to perform work in a variety of weather conditions.

Compensation:

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education.
- Comprehensive Health, Dental, and Short-Term Disability insurances for Full-Time staff. Monthly premiums are currently paid for in full by FOCUS, requiring no premium contribution from the staff member. Vision, Life, and AD&D insurance are provided on a voluntary basis.
- Eligibility to participate in voluntary contributions to the FOCUS-sponsored 403(b) Retirement Plan. FOCUS provides a dollar-to-dollar match to contributions, not to exceed 5% of eligible wages, once tenure eligibility requirements are met, and may also provide a discretionary contribution on an annual basis.
- 4 weeks paid vacation/year.
- 10 days PTO to be used as personal/sick days.
- Housing included - needs of the ministry may require relocation seasonally.

Please visit our employment page, infocus.org/employment, and apply online. You may also upload your resume and cover letter within the application portal. Any questions, please reach out to Rebecca Farquhar, Director of Human Resources - hr@infocus.org.

For more information on our ministry, visit us at www.infocus.org.