



JOB POSTING - Facilities Manager

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions, and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love, and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Facilities Manager is responsible for overseeing the maintenance and operations of the building and other infrastructure to ensure all CHIRLA's facilities are functioning optimally and safely. The Manager will also ensure compliance with city business licenses. Additionally, the Manager will ensure all locations have adequate services to meet the needs of the staff and organization.

DUTIES AND RESPONSIBILITIES:

- Manage CHIRLA's properties including existing and new lease agreements, renewals, maintenance, and ensure they are adequately staffed.
- Manage all maintenance and relationship with landlords for services.
- Manage and acquire yearly renewal of business license for all locations.
- Manage and negotiate with vendors, suppliers, and contractors.
- Manage all building renovations and office moves.
- Manage and inspect facilities to meet safety regulations.
- Manage transition to operations; supervise property management; oversee the moving in of CHIRLA's offices and operations.
- Manage the purchasing of office furniture to establish new offices.
- Manage partner relationships to ensure CHIRLA's operations are effective.
- Review and approve monthly rent invoices.
- Manage cleaning contracts and oversee the reliability of services.
- Manage parking lot operations for main office and branch office parking.
- Manage storage facilities for internal departments.
- Coordinate internal office services as needed, such as carpet, floor, and maintenance.
- Coordinates with internal departments to ensure PPE is available for staff.
- Manage staff engagement, authorize time clock/sheets/distribution, overtime and leave requests.
- Supervise and manage schedules for internal cleaning staff.
- Manage the submission of the following invoices: Verizon, cleaning companies, security services, alarm services, parking vendor, storage unit, etc.





SKILLS AND QUALIFICATION:

Required:

- Bachelor's degree or equivalent in management, business, or related field.
- Must have five or more years of experience in property and facilities management.
- Three or more years of experience in project management.
- Must have exceptional time-management and organizational skills.
- Must have analytical and problem-solving skills.
- Must have the ability to lead and manage teams and projects.
- Must have facility information and technology management skills.
- Must oversee the safety and security aspects of a building manager to proactively monitor workplace safety and identify areas of improvement and respond to hazards or dangers.
- Strong strategic planning and management skills.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); ability to use the internet and other digital tools for data entry, research, and problem-solving purposes.
- Must have excellent verbal and written communication using proper grammar and vocabulary.
- Must have strong relationship building, diplomacy, and networking skills; ability to effectively build internal and external relationships.
- Must have strong oral and written skills as well as the ability to work and problem-solve under pressure.
- Must be proficient in Microsoft Office, One Drive, and scheduling software.
- Strong interpersonal skills, including the ability to successfully relate to community residents.
- Must have strong technical skills to navigate interpretation applications.

Preferred:

- Possess a diverse set of skills essential for effectively managing the daily operations of a building and ensuring smooth and safe functioning.
- Experience in allocating resources efficiently, tracking expenses and making informed decisions to optimize facility operations.

Desired Traits or Characteristic

- Demonstrate a strong sense of cultural diversity sensitivity.
- Ability to meet deadlines and effectively manage multiple tasks.
- Ability to work independently as well as a member of a team.
- Ability to work well in a team-oriented environment.
- An entrepreneurial and creative approach to problem-solving.
- A results orientation to be responsive to the needs of the organization in a timely fashion.
- Exemplary professional work habits verified by previous employers.
- Demonstrated success working and communicating effectively in a multi-cultural environment.
- Ability to communicate effectively and tactfully with clients, co-workers, and other individuals in a diverse, multicultural work environment.
- Self-starter with excellent problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively.
- Fluent in English and Spanish, both spoken and written.





- Ability to have positive working relationships with CHIRLA staff, members, and allies.
- Highly organized and detail-oriented, with the ability to manage deadlines and multiple tasks effectively and efficiently.
- While performing the duties of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear.
- Valid driver's license and access to a personal, insured vehicle.
- Self-starter- able to take on tasks with minimal supervision.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.

Job Title: Facilities Manager

Salary & Benefits: \$70,000 -- \$78,000.

CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account; health, dental, vision and life insurance plans.

FLSA Classification: Exempt/Salary, full-time, regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME Local 4501. This position is part of management and is **non-union** and not covered under the terms of the collective bargaining agreement.

Work Location: On-site presence.

CLOSING DATE OF THIS POSITION: Position will remain open until filled.

LOCATION: Los Angeles Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, submit cover letter, resume and three professional references to: jobs@chirla.org
Subject Line should read: **Facilities Manager**

