

Facilities and IT Manager

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

This Facilities/ IT Manager ensures the smooth functioning of Girls Inc. of Alameda County owned and rented facilities and IT operations in order to ensure staff have the resources they need to inspire girls to be strong, smart, and bold. The role manages three GIAC buildings/ sites and is responsible for day-to-day operations and maintenance of these facilities, as well as providing IT support in partnership with a third-party IT service provider.

The Facilities/ IT Manager is also involved in planning and managing capital improvement projects including but not limited to building upgrades, HVAC/BMS system management, elevator upgrades, cleaning, security, IT connections, and vendor relationships. This position coordinates, oversees and or manages repair and maintenance work assignments making sure that the workplace and surrounding environment are safe, well-kept, and conducive to our transformative programming.

Job Summary

Supervision/ Vendor Management

- Supervise, coordinate and perform facilities support, including coordinating contractor and vendor services, facilities repair, supply ordering and delivering, document retention and special facilities requests
- Negotiate and manage short and long-term leases, and vendor contracts



- Manage and liaise with third party IT service provider to ensure adequate IT system support as needed by staff
- Research, identify, compare, and engage vendors for a variety of roles
- In conjunction with Human Resources, ensure appropriate levels of insurance; process claims.
- Provide supervision to Front Desk staff and provide relief as needed for meal breaks and rest periods

Operations

- Ensure GIAC three (3) facilities are fully operational
- Implement and review security and emergency preparedness procedures to ensure they are up to code, and conduct safety and emergency drills in compliance with OSHA standards
- Manage compliance and inspections across three (3) GIAC facilities
- Manage building and safety committees not limited to IIPP, Healthy and Safety Committee and OSHA committee
- Coordinate and oversee purchase order system, and purchase, store, and maintain inventory of custodial supplies, facilities' equipment, and furniture
- Maintain all user and security set-ups and terminations; update security protocols and software and ensure compliance by staff
- Coordinate setup of conference spaces, as needed

Project Management/ Planning

- Provide project management support, including on capital projects, with regards to planning, scheduling, communication, quality control etc.
- Manage access to operating systems, maintenance planning, and repair teams for three (3) locations
- Develop and implement IT plans, performing maintenance and backup of computer networks
- Conduct regular review of facilities checklist and provide recommendations as needed

Internal Customer Service

- Provide in-house IT support and troubleshooting to staff
- Manage work order tickets and communicate updates on progress
- Coordinate the rollout of agency equipment in conjunction with appropriate department/ staff
- Identify and communicate workplace safety precautions
- Perform other duties as assigned in person or in virtual workspace.

About You

- Minimum (5) years managing facilities in a multi-site environment and (2) years supervising experience



- Strong hardware, software (MS Office) and database skills; computer networking fundamentals, basic computer maintenance/repair techniques
- Ability to work in an environment that requires efficiency, effective prioritization, attention to details, and problem-solving skills
- Project Management Certification ideal
- Experience in negotiating and reviewing vendor contracts
- Excellent time management and communication skills
- Ability to establish trust, establish credibility and partnerships with at all levels in the agency
- Ability to bend, lift, move up to 50 lbs.
- Passion for the mission of Girls Inc. of Alameda County
- Ability to relate effectively with people from diverse backgrounds
- Background clearance from the Department of Justice.

What We Offer

- Compensation: *Range of \$71,000 - \$76,500 annually*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender



expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org. For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

