Cornelia Connelly Center - Building Operations Manager

About Cornelia Connelly Center

Cornelia Connelly Center champions girls at risk, empowering them to realize their full potential from middle school through college and beyond. Through Connelly Middle School (CMS), students in grades four through eight receive a joyful, holistic education. Our Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school success and college completion. With Cornelia Connelly Center, a young woman learns to shine – transforming her life and our world.

Professional Responsibilities

Reporting to our Director of Finance, the Building Operations Manager is primarily responsible for ensuring the smooth operation of the Center’s facilities. This role provides support across the entire organization’s staff and programs (Connelly Middle School, Graduate Support Program, Connelly Theater). The Building Operations Manager is a quick learner and problem-solver who is hands-on, responsive, unflappable, resourceful, detail-oriented and highly accountable.

Facilities

- Manage and oversee the Center’s physical plant, ensuring that the Center is fully functional, safe, clean and attractive at all times
- Maintain $200k+ annual operating & maintenance expense budget and $90k+ annual capital budget, in accordance with the Maintenance Plan and with oversight from the Facilities Committee; attend monthly budget meetings with Finance Director
- Communicate frequently with CCC community members through weekly facilities updates and as projects/issues arise
- Ensure the building is in excellent condition and fully operational for the start of the school year; coordinate all maintenance and repair projects over the summer, including technology set up
- Coordinate all major and minor repair projects
- Meet biweekly with Theater Manager to oversee and support all theater related facilities/operations/technology needs
- Present reports at Facilities Committee meetings
- Manage all maintenance invoices, contracts and renewals, including but not limited to: plumbing, electrical, roof, security and safety, fire alarms, sprinklers, boiler, elevator, asbestos and other facility inspections
- Serve as liaison to building tenants and 5th floor community; manage tenant move-ins/move-outs, repairs and needs
- Serve as the Fire and Emergency Drill Conductor, as mandated by NYC regulations; ensure that the building is secure and prepared for crises, coordinating internally and externally
- Update Emergency Action Plan with Executive Director, Finance Director, and other program directors as applicable
Technology

Note: CCC contracts with an IT management company. This role manages that relationship and facilitates communication between CCC and its contracted technology experts.

- Ensure the Center’s technological infrastructure is reliable and meets the needs of both the teaching and administrative staff
- Oversee and approve the purchase and maintenance of technology infrastructure, equipment, and implementation of technology training
- Oversee all technology platforms; ensure all platforms are fully operational by the start of the school year
- Create a technology plan for the Center (multi-year) that includes projected replacement dates for all machines
- Manage technology relationships including IT management company and ERATE consultant
- Serve as administrator for CCC’s network server and Google platform, including the set up of student and staff email accounts
- Manage all technology assets: computers and network equipment, laptops, chromebooks, chromebook carts, tablets, iPads, phones and printers

School Food

- Manage food services (breakfast, lunch, snack, summer food), ensuring that it is reliable and efficient
- Ensure food compliance with federal, state and city regulations; complete any required food reports and surveys
- Oversee free or reduced breakfast/lunch qualification information as it relates to school food; ensure timely submission of any required reports

Supervision

- Supervise Facilities Assistant, Custodian, Cafeteria Aide, Cleaning Staff
- Manage relationship with all facilities vendors
- Support front desk coverage as directed by leadership

Qualifications

- Bachelor’s Degree
- 2+ years of related work experience
- Bilingual (Spanish) preferred

Salary & Benefits

- Salary starting at $50,000, commensurate with experience
- Comprehensive and competitive benefits, including health, retirement and vacation

Interested candidates should send cover letter, resume, and list of references to Joel Pena, Finance Director: careers@connellycenter.org