

## Boston Chinese Evangelical Church **Facilities Manager**

The Boston Chinese Evangelical Church (BCEC) is an established non-denominational Evangelical church located in Boston (Chinatown/South End area) and Newtonville, Massachusetts. We are a multi-generational, multilingual Chinese- heritage church, currently comprised of 7 congregations (two English-speaking, two Mandarin-speaking, and three Cantonese-speaking).

**Position:** BCEC is seeking a full-time *Facilities Manager* who will oversee the facilities operations at both the Boston Chinatown campus and Newton campus. The Facilities Manager will direct and manage facilities operations staff, who carry-out the day-to-day responsibilities of maintaining BCEC's facilities. The overarching purpose of this position is to ensure BCEC's facilities are safe, clean, and well-maintained, and welcoming environment. This is to support various ministries to move people toward God, forward in their faith, and serve the neighboring communities.

### **Primary Responsibilities:**

- Oversee the day-to-day use, upkeep, repair and maintenance of all BCEC's properties and equipment (includes but not limited to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination).
- Manage and prioritize all work orders for BCEC's facilities in the Facilities management system.
- Lead and supervise operation manager, maintenance technician(s) and custodians.
- Develop and maintain vendor and contractor list.
- Oversee renovation projects at both campus locations.
- Handle and negotiate with consultants/contractors on repair and maintenance projects (includes: developing bid specifications, contracting and processing invoices)
- Establish and maintain Church Inventory management system/tool.
- Establish (in conjunction with facilities deacon) and oversee annual operations and reporting of facilities budget.
- Maintain church calendar cleaning schedule.
- Provide safety training when necessary.
- Provide input, guidance and collaborates with Church leadership on short and long-term facilities-related initiatives and projects.

### **Qualifications:**

- A professing Christian who is willing to accept and subscribe to BCEC's beliefs, mission and values
- Minimum of 5 years proven experience in facilities operations
- Minimum 3 years of supervisory experience
- Excellent organizational skills
- Strong project management skills to execute facilities projects
- Plumbing and electrical skills required
- Experienced with vendor identification, negotiating and contracting

- Experience with utilizing Facilities Management systems
- Solid team player and leader committed to building and maintaining a strong team environment.
- Certifications: Facilities trade and/or Building Maintenance certifications (a plus)
- Solid written and verbal communication skills: Must be fluent in English; Bi-lingual Chinese is a plus.
- Strong interpersonal skills to effectively interact with congregation members, BCEC staff and guests.
- Proficient in computer applications such as Microsoft Office: Word and Excel
- Minimum Education: High School Diploma or GED equivalent

**Job Type:** Full-time Exempt position  
Monday - Saturday (Flexible - 4 days)  
Sundays (Mandatory)

**Benefits:** Benefits include Health insurance, Dental insurance, Vision insurance, Life and Disability insurance, 403B, Paid Time Off and Flexible Spending Account.

**Response:** Please submit a cover letter of interest and your resume/CV by mail or email to:

Personnel Deacon  
Boston Chinese Evangelical Church  
120 Shawmut Ave  
Boston, MA 02118  
Email address: bod.personnel@bcec.net

**References:** Please include the names of two references (and contact information) with your application. Upon review of your resume, we will request a submission of two letters of reference.

**For Further Information:** Visit our website at [www.bcec.net](http://www.bcec.net)

**Application Deadline:** Ongoing