



DORCAS INTERNATIONAL INSTITUTE OF RHODE ISLAND

Dorcas International is seeking an experienced **Facilities Manager** to oversee the daily maintenance of its two buildings in the Elmwood section of Providence, Rhode Island. If you have pride in your work and a "can-do" attitude, Dorcas International may be the place for you!

For nearly 100 years, Dorcas International Institute of Rhode Island has helped new arrivals and those with cultural and language barriers to achieve self-sufficiency through education, employment services, refugee resettlement, family literacy, interpreting, translating, immigration and citizenship services.

The Facilities Manager is responsible for overseeing the use, maintenance and improvement of two agency buildings and equipment. The Manager will provide for the safety and security of the buildings/workplaces, while maintaining cost-effective methods. S/he will manage vendor relationships related to facilities and equipment as well being responsible for establishing efficient procedures related to purchasing and inventory control.

The candidate should have the following:

- Ability to work well with a variety of vendors, funders, individuals and programs
- Problem solving skills; able to assess problems, prioritize tasks, generate solutions, and make recommendations and/or resolve immediate issues
- Good judgment to make appropriate decisions and the flexibility to rearrange schedule occasionally in emergency situations
- High degree of honesty and integrity
- Strong communication skills
- Demonstrated leadership experience
- Associates Degree or commensurate experience
- Bilingual (Spanish/English) preferred
- Five years of experience in building management, safety, security and OSHA Compliance
- A minimum of two years of supervisory experience
- Ability to lift and carry objects weighing up to 50 pounds
- Proficient with the use and concept of standard on-line technologies and Microsoft software products

Why should you apply?

- Generous employer paid health & dental benefits
- Generous paid vacation, sick and personal leave in addition to 12 paid holidays
- Employer Paid 403b Retirement and Life Insurance
- Annual starting salary \$41,226 - \$44,226

**Interested applicants should send a resume and a cover letter by
February 23, 2018 to**

Milagro Sique, Director of Human Resources at: Msique@diiri.org