



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT: FACILITIES COORDINATOR

Saint Ann's School, an independent, non-sectarian day school, is seeking an organized and detail oriented Facilities Coordinator to join our Buildings and Grounds Department. The Buildings and Grounds Staff is under the direction of the Director of Campus Facilities and Capital Management. Direct day-to-day administration of the staff is the responsibility of the Director and Assistant Director of Facility Operations. This position has a start date of June 15 or earlier.

The Facilities Coordinator will organize and execute a broad range of tasks in support of the Buildings & Grounds department, overseeing the numerous logistics involved in the daily operation of the School. The Facilities Coordinator will handle administrative tasks, dispatcher duties, and on-site event support for the department.

### ABOUT SAINT ANN'S SCHOOL

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

### RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:



- Receive and log work orders (using the proper systems and processes), relay pertinent information to Facilities team personnel, under standard and emergency conditions
- Work closely with the Director and Assistant Director of Facility Operations to prepare work and repair schedules, and facilitate two-way communication between the Facilities team and the requestor, providing frequent status updates of request
- Ensure proper logging, recording, and documentation of preventative maintenance work orders
- Manage archiving and organization of department documents, including drawings, contracts, permits, and other archivable items
- Assist team with space planning, vendor management, and delivery coordination and oversight
- Participate in weekly Events Coordination meetings and manage Event Notification distributions
- Handle technical aspects (A/V, sound, video, equipment) for all scheduled events' set-up and breakdown
- Provide additional support as needed on various ad hoc requests, including administrative support, weekly event set-up and breakdown, and on-site project management and coordination

## **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- 1-3 years of relevant work experience; experience in education sector, event production, or facilities maintenance preferred
- Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems
- Proactive customer-service attitude
- Demonstrated ability to work and think independently and ability to interact well with a wide range of people of all levels within and outside the School
- Highly motivated, organized and detail oriented
- Ability to multitask
- Track record of establishing and maintaining professional and cooperative working relationships with co-workers
- Some work may require being on-site during off-hours/weekends, to accommodate the School's schedule (e.g., Graduation, Alumni Weekend, theater/music/dance productions)



## **COMPENSATION**

A competitive compensation package, commensurate with level of experience, plus benefits.

## **TO APPLY**

Interested applicants should send a cover letter and a resume to [Building@saintannsny.org](mailto:Building@saintannsny.org). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Deadline to apply is June 10, 2022. Anticipated start date of June 15 or earlier.

## **NOTICE OF NONDISCRIMINATORY POLICY**

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.