

Facility & Community Manager

20hrs/week (weekdays 9am – 1pm w/flex time for after-hour/weekend events)

\$28,000-33,000/year

10 vacation days (40hrs) / 5 sick days (20hrs)

The **Facility & Community Manager** will be the Palisades Hub's on-site presence from 9am-1pm Monday through Friday, with some evening or weekend events when agreed in advance and with a reduced office schedule during that week.

Primary responsibilities for the **Facility** include ensuring a safe, secure, well-maintained and positive environment throughout the building and grounds, checking the campus each morning for issues, communicating concerns with the cleaning service, tracking maintenance supplies, configuring the Hub's rental spaces for different renters' needs, answering phone inquiries, receiving and distributing mail and deliveries, helping to keep the education wing free of unaccompanied adults, and communicating with the Hub's tenants and renters to address any issues that arise during morning hours.

In addition to staffing some after-hour and weekend events, the primary responsibilities for the **Community** include maintaining the Hub's outward-facing online calendars, creating and scheduling the Hub's weekly newsletter in Constant Contact, and working with the ED to plan and create dynamic content for social media and neighborhood listservs. When required, the Facility & Community Manager will also give tours of the Hub's rental spaces and explain the policies and procedures to renters, as well as other discrete projects as assigned by the ED.

The ideal candidate will possess a welcoming spirit and can-do attitude, as well as being hard-working, highly organized and reliable. Excellent communication skills are a must both in-person and in written communications. This position requires some physical activity, including stacking chairs, carrying boxes, setting up folding tables, going up and down stairs, etc. Familiarity with Google Calendar, Canva, Constant Contact, Facebook, Instagram and YouTube are greatly preferred. Not least, the ideal candidate will be excited about the possibilities at the Hub, with a passion for bringing people together and building something unique and inspiring in this world. Geographic proximity to the Hub is a plus.

-For inquiries or to apply, please contact Michael Shereikis: director@palisadeshub.org