

YouthLink Job Opening: **FACILITIES MANAGER**

Be part of a team that is making a difference in the lives of youth experiencing homelessness.



About YouthLink

Founded in 1977, YouthLink is a leader in the Twin Cities for guiding young people (ages 18-24) experiencing homelessness from disconnection and hopelessness to self-reliance and wholeness. YouthLink provides inclusive, holistic services that move youth forward on their journeys toward achieving education, career, housing, and stability goals. YouthLink also hosts the Youth Opportunity Center (YOC), a “one-stop shop” of over 30 community partners who serve homeless youth. More than 1,800 young people seek services at YouthLink annually. In partnership with three affordable housing agencies, YouthLink also provides supportive services in more than 190 units of transitional and permanent supportive housing throughout the city.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

Our Vision

To be a community where all youth, without regard to their living situation, have an equal opportunity to pursue their goals and dreams, and an equal likelihood of achieving them.

POSITION SUMMARY

The Facilities Manager (“the Manager”) is a key member of YouthLink’s Operations team and plays a critical role in supporting operational (facilities) goals and strategies. Reporting directly to the Chief Operating Officer, the Manager is responsible for developing and maintaining standards for planned preventative maintenance and office upkeep to assure optimal functioning of all building systems. Anticipating facilities needs and actively addressing issues before they are called out is key. You will thrive in a dynamic workplace where the youth-focused mission is paramount, and creativity and team work are highly valued.

The successful candidate will demonstrate the capacity to:

- Supervise and run the day-to-day Facilities/Maintenance activities.
- Oversee 3rd party security officers.
- Lead vendors to deliver projects under tight deadlines on time and on budget.
- Conduct Request for Proposals (RFP) and maintain service contracts.
- Be accountable for energy management and conservation.
- Oversee janitorial & maintenance services.
- Manage schedule of annual inspections.
- Coordinate facilities access and securities services, including maintaining keys, access fobs, and security monitoring systems.
- Conduct facility repairs & maintenance including changing light fixtures & ballasts, patch & paint, tile work, light plumbing, light electrical, etc.
- Lead cubicle reconfigurations, installations of whiteboards & corkboards, hanging pictures, keyboard trays, etc.
- Help oversee construction/improvement activities as necessary.
- Collaborate with cross-functional teams on environmental efforts.
- Other duties as assigned.

QUALIFICATIONS

A Technical degree in a related field and 3-5 years of facilities management experience, or an equivalent combination of education and experience is required. Qualified candidates must demonstrate:

- Passion, understanding of, and commitment to the vision and mission of YouthLink;
- Highly effective verbal, written, and interpersonal communication skills;
- Strong organizational, administrative, and analytical skills;
- Ability to prioritize, initiate projects and ideas, think strategically, and solve problems creatively;
- 3-5+ years of successful facilities management experience in a dynamic organization, preferably in a 25,000+sf office environment.
- Experience collaborating with and coaching a team both in-person and remotely.
- A working knowledge of building systems & maintenance (HVAC, fire life safety, lighting, electrical, plumbing, EV charging stations, etc.).
- An ability to juggle multiple deadlines & projects along with a penchant for creatively solving problems and spotting inefficiencies.
- Microsoft Office Suite.
- Outgoing, friendly, tactful, and professional interactions with youth, colleagues, and stakeholders.
- Consistent ability to perform and contribute positively in a diverse, collaborative team environment.

The successful candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

Hours: Full time, 40 hours per week, Monday – Friday. Must be able to work flexible hours, including evenings and weekends when necessary.

BENEFITS

YouthLink’s competitive and comprehensive benefits package includes medical, dental, life insurance, long-term disability insurance, elective benefits (short-term disability, FSA, 401(k)), and paid vacation and sick leave.

HOW TO APPLY

E-mail a cover letter and resume with the subject line “Facilities Manager” to administration-careers@youthlinkmn.org.

Equal Employment Opportunity: YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.