

# **FRIENDS MEETING AT CAMBRIDGE**

## **JOB DESCRIPTION for FACILITIES MANAGER**

**Overview:** Our facilities at Friends Meeting at Cambridge tell a story of who we are - a community where the experiential mystery of Meeting for Worship holds us together, and from that flows the love, community and service that sustains us. This role facilitates the vitality of Friends Meeting at Cambridge ("FMC") via the care for our buildings, equipment, grounds, community members and guests.

### **Responsibilities:**

1. Maintenance & Upkeep
  - a. Ensure that the Meeting's building and grounds are well-maintained and ready to use at all times, with special attention to Sunday, the most heavily used day.
  - b. Coordinate and perform indoor and outdoor maintenance, including performing timely snow removal, managing any water ingress, lawn mowing, hedge trimming, and completing basic repairs/upgrades, working with Center Residents, and working with and supporting casual help / and contractors.
  - c. Track and respond to facilities requests using established channels (e.g., the maintenance clipboard).
  - d. Procure and monitor supplies for housekeeping, kitchen, building, and groundskeeping needs.
  - e. Manage Lost & Found and periodic junk removal as needed.
  - f. Coordinate and mentor Center Residents in facilities-related tasks, grounds maintenance, and emergency procedures, serving as their primary point of contact for day-to-day operations and problem-solving. After an orientation period, assume supervisory responsibility for their facilities work in collaboration with the Staff and Administrative Manager. The Center Residents provide crucial hands-on support with cleaning, maintenance, and building access.
  - g. Be available or arrange backup for emergencies, and manage time-sensitive or sudden projects like storm response or urgent repairs.
2. Facilities Project Management
  - a. Lead planning and execution of facilities-related projects from start to finish, including repairs, renovations, and long-range improvements.
  - b. Maintain a prioritized roster of projects including major and minor building repairs and collaborate with the Trustees' Facilities Subcommittee and the Staff and Administrative Manager on budgeting and planning.
  - c. Create and implement a schedule of seasonal tasks for buildings and grounds upkeep.
  - d. Engage, orient, and supervise contractors or volunteers as needed, ensuring timely communication, contractor oversight, clean-up, and follow-through.

3. Systems Management & Documentation
  - a. Oversee the operations and upkeep of all physical building systems, including HVAC, plumbing, elevator, and fire alarms, and related infrastructure.
  - b. Manage documentation and procedures that support building operations, including key access, the Maintenance Manual, cleaning schedules, contractor records, code compliance documentation, and building use procedures.
  - c. Train Center Residents and event hosts on key procedures such as resetting the Wi-Fi, shutting off water, or accessing storage areas.
4. Technology
  - a. Manage FMC's tech systems, such as internet and Wi-Fi access, basic networking, office hardware, and AV/Zoom equipment used for hybrid gatherings.
  - b. Respond to tech issues and coordinate with IT contractors to maintain stable, cost-effective digital systems that support Meeting use.
5. Event Support & Hosting
  - a. Coordinate on-site support for major FMC and external rental events—such as memorials, weddings, and community programs—by coordinating on-site logistics such as building access, signage, parking, seating, and equipment setup, in collaboration with Center Residents and volunteers and either serving as host or designating a qualified host.
  - b. Coordinate with the Office Manager on scheduling.
  - c. Engage with potential renters to assess space needs, and maintain communication with current users to ensure smooth use of facilities and address any issues that arise.
  - d. Managing the FMC parking lot to ensure renters have spots available and that community members are able to park when they visit FMC.

And other similar duties related to the facilities.

**Supervision:**

The Facilities Manager is supervised by the Staff and Administrative Manager in consultation with the FMC Trustees Committee and its Facilities Subcommittee. The Staff and Administrative Manager will provide general supervision, time scheduling, performance evaluation, and administrative support. The Trustees Committee will provide specific guidance on facility-related projects and prioritization.

**Qualifications:**

- Extensive building maintenance/handyman experience and experience in managing contractors
- Strong Interpersonal Skills
- Aligned with Quaker Values
- Strong Project Management
- Basic IT and computer skills, including some familiarity with network systems
- Ability to Meet Physical Demands: walk, ascend/descend stairs and ladders, stoop, kneel, (for cleaning and yard work), lifting heavy objects including moving tables, chairs,

ice melt, sand and cleaning equipment. Ability to do yard work and snow removal, endure New England outdoor weather conditions

- Satisfactory background (CORI) check

**Job Type:** 35 hours a week. On call availability as needed to deal with problems that arise. All positions at FMC are at will.

**Compensation:**

Combined housing and cash compensation for this 35-hour/week, on-site position is approximately \$56,000–\$58,000 pre-tax, plus benefits. This includes a two-bedroom apartment with utilities and laundry, located in the Friends Center at 5 Longfellow Park (valued at approximately \$30,000/year and non-taxable due to the live-in requirement). Parking is not included; however, Cambridge residents may apply for a city permit to park on surrounding streets.

**Benefits:**

- Paid time off (sick, vacation, holidays, bereavement and personal days)
- Employer-paid worker's comp insurance
- Employer-paid health insurance
- Employer/employee funded health expenses reimbursement account
- Pre-tax employee funded flexible medical/child care spending account
- 10% employer contribution toward retirement
- Employer-paid long term disability

**Schedule:**

This position allows for flexibility in scheduling the 35 hours a week. On-Call availability is important. The success of the role will be greatly facilitated by working some Sundays and holidays when our facilities are in most active use. Specific schedule to be agreed upon with the Staff & Administrative Manager.

**Work Location:**

5 Longfellow Park, Cambridge MA 02138

FMC is an equal opportunity employer with equality as a bedrock principle. We celebrate and support diversity and are committed to creating an inclusive environment for all employees. Interested BIPOC and LGBTQ+ candidates are encouraged to apply.

**To apply:** Please send a resume and a brief cover letter explaining your interest in the position to [facilitiesjobsearch@fmcquaker.org](mailto:facilitiesjobsearch@fmcquaker.org). Applications will be reviewed on a rolling basis beginning June 10, 2025. Position open until filled.