Bronx Legal Services seeks a Facilities and Operations Manager.

The Manager will coordinate administrative operations and facility management functions for Bronx Legal Services. Bronx Legal Services is the largest provider of free civil legal services in the borough and is part of Legal Services NYC’s network of local programs throughout New York City. Bronx Legal Services’s mission is to advance society’s promise to the most vulnerable members that they are entitled to equal access to our legal system. The position is available immediately.

The Facilities and Operations Manager will join the dynamic management team of a community-based legal advocacy organization with over 165 advocates and two neighborhood offices. The Facilities and Operations Manager is a key member of the program’s management team and will work closely with the Director of Administration and Project Director (or Designee) to ensure that the offices function smoothly and efficiently and that the administrative needs of the offices are met.

The responsibilities will include administrative and facilities management, human resource support as well as supervising the physical operations in all of our locations. This will include oversight of the equipment and technology requirements in all the offices.

Operational Support: The Facilities and Operations Manager will assist the Director of Administration, the Deputy Project Director, and the Project Director on contracts, reporting, and operational issues, reviewing expenditures, ensuring compliance, coordinating with IT, and supporting the general operations of the office. Participate in developing and implementing administrative and operational policies and procedures.

Facilities Management

Responsible for all aspects of the appearance and functionality of the offices including procurement and contract management, maintenance requests, vendor insurance, supplies inventory, and implementation/enforcement of all relevant procedures and protocols. Serves as project manager for the facility improvement project. Assist with developing, updating, and managing workplace safety programs, procedures, and policies. Conducts safety drills and inspections to ensure compliance with safety requirements.

Supervision

The responsibilities will include the supervision of the Clerk Messengers. The position requires that the manager perform backup supervision for the staff supervised by the Director of Administration, Office Manager, and Director of Intake Operations.

We seek a candidate with good judgment and strong organizational, technical, and communication skills. In addition, the successful candidate must have good problem-solving skills and a demonstrated initiative and capacity to complete self-directed tasks, and the skills to work with diverse teams. Finally, we seek someone who can both see the big picture and focus on the small details related to operations and facilities management.

Requirements include:

- 5-7 years relevant experience, at least some of which is in a non-profit environment, preferably at an organization providing direct services;
- Strong commitment to social justice, interest, and experience working with and supporting diverse, low-income communities;
- Experience with facilities management;
- Experience with compliance, contracts, and grants management;
- Experience producing operations guidelines and materials;
- Excellent written and oral communication skills;
- Proficient in the entire MS Office suite including Excel, Word, PowerPoint, and Adobe Pro with the ability to learn additional software;
- Strong organizational skills and detail-oriented; Strong analytical and problem-solving skills;
- An ability to manage multiple priorities and work under tight deadlines;
- Strong interpersonal skills;
- Ability to manage and work collaboratively with a large team;
- Supervisory experience (preferred).

Bronx Legal Services prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. Our DEIB committee and numerous affinity groups work to foster collegial relationships among staff and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work. All
employees are expected to learn about, seek to understand, and work to realize our DEIB goals

To apply for the position, send a cover letter, resume, and names of three references, via e-mail to: Sandra Sanchez at ssanchez@lsnyc.org. The e-mail should include "Facilities and Operations and Manager" in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls.

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, people over 40, and transgender people are all welcome and encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid vaccinations unless they are unable to for medical or religious reasons.

Salary Range (Based on years' experience): $99,000 - $148,000