

Position Title: FACILITIES MANAGER (Part-Time)

Location: CCRSRI – 1500 Old Cape Charles Road – Cape Charles, Virginia (On-site)

Reports to: Executive Director and Facilities Committee Chair

Compensation: \$18-\$20/hour, commensurate with experience

Schedule: This part-time position offers 20–30 hours per week, typically scheduled Monday through Saturday between 8:00 AM and 8:00 PM. No Sunday hours are required. While some scheduling flexibility may be needed based on building usage, we are committed to providing a consistent and predictable schedule, coordinated with the Executive Director and shared in advance.

Organizational Overview

The CCRSRI is a nonprofit opening a new community hub located in the historic Cape Charles Elementary (a Washington-Rosenwald School) on Virginia’s Eastern Shore. Rooted in values of inclusivity, lifelong learning, community engagement, and social justice, the CCRSRI brings people together to learn, grow, and thrive through programs in education, entrepreneurship, wellness, and culture.

Position Summary

The **Facilities Manager** is dependable and hands-on, ensuring our beloved building and surrounding grounds are well-maintained, safe, welcoming, and operating efficiently. This role is ideal for someone who takes pride in stewardship, problem-solving, and helping to preserve a significant piece of community history. This role involves both physical work and administrative responsibilities and is best suited for someone who is proactive, adaptable, and comfortable engaging with a wide range of individuals, from community volunteers to contractors.

Key Responsibilities

Building & Grounds Maintenance

- Ensuring the facility is clean and free of trash, organized and in good working order, including tasks like equipment checks, daily task lists, and following opening/closing procedures

Event Support

- Assisting Executive Director, providing support for special events, and setting up/breaking down equipment for rentals and programs
- Assist in opening and closing of building

Safety & Security

- Ensuring the facility is safe for all users, potentially including safety inspections and working with contractors

Contractor Supervision

- Supervise maintenance, landscape and cleaning contractors

Volunteer Coordination & Landscaping

- Assist in planning and overseeing volunteer “workdays” focused on minor repairs, cleaning, and landscaping
 - Oversee seasonal care of gardens, trees, and green spaces: weeding, pruning, planting, and nurturing
-

Key Skills & Qualifications

Required:

- Experience in building maintenance, facilities operations, or a related field
 - Knowledge of current building, health, and safety regulations
 - Strong communication and problem-solving abilities
 - Ability to manage multiple tasks and respond flexibly to facility user needs
 - Commitment to teamwork, accountability, and respectful collaboration
 - Physical stamina including standing, bending, frequently lifting or moving objects between 20-35 lbs. (occasionally up to 50 lbs.), and setting up/breaking down chairs, tables and other equipment for programs and events
 - Residence on the Eastern Shore of Virginia
-

To Apply

- Please email your **resume and a brief cover letter** to info@ccrosenwaldschool.org or at <https://ccrosenwaldschool.org/job-openings>. Applications will be reviewed on a rolling basis, with priority given to those received by July 18th.