



**Position Title:** IT/Facilities Management Coordinator

**Department:** Operations

**FLSA Status:** Exempt

**Location:** Lincoln, Nebraska

**Reports to:** Vice President of Operations

**Date Created:** February 2021

**God** has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** The IT/Facilities Management Coordinator is in charge of making sure all of the business supports of Catholic Social Services of Southern Nebraska are running smoothly. This includes IT and computers, phone systems, security, facilities maintenance, vehicles and other assets located in Lincoln, Auburn, Hastings, and Imperial. This position coordinates and leads maintenance employees on making sure buildings and grounds are safe and optimal for use. This position encourages process improvement input for increased efficiency and sustainability especially as it pertains to the various vendors that CSS works with. Flexible work arrangements for work/life balance and ability to work from home part-time are possible for the benefit of the employee in this position. This position reports directly to the Vice President of Operations.

**Essential Functions:**

- Coordinates implementation, training, maintenance, and overall operations of office networks, IT/Computers, phones, security systems, and supplies for the agency.
- Serves as point of contact for all vendors who provide the above-mentioned services to CSS.
- Oversees warehouse and maintenance staff and volunteers.
- Collaborates with the Social Services department to schedule pick-ups and deliveries of in-kind donations.
- Ensures excellent customer service to in-kind donors and client recipients of in-kind deliveries.
- Seeks efficiencies and new revenue streams for recyclables.
- Ensures maintenance and routine check-ups of vehicles, buildings, and grounds.
- Coordinates and ensures efficiencies of lawn care and snow removal.
- Maintains and orders office supplies for the agency as needed.
- Monitors and maintains activities within operational and capital budgets.
- Represent, communicate, and integrate authentic Catholic teaching in the provision of operations.
- All other duties as assigned.

**Preferred Competencies:**

- Communication; written and verbal
- Leadership Courage
- Process Improvement
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

**Qualifications:**

Associate's Degree in IT or Business Administration or other related degree, or one to two years related IT/Computers experience and/or training; or equivalent combination of education and experience.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

**Working Environment:**

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate. Valid driver's license required.