



JOB POST: Facilities Coordinator

The *Facilities Coordinator* is responsible for coordinating and enhancing the internal and external use of the Thornton Academy Facilities. You will be responsible for a variety of administrative tasks to ensure our programs' smooth operations. The individual in this position takes direction from and is supervised by the Director of Facilities.

Qualifications

- Ability to multitask
- Strong organizational and communication skills.
- Meticulous attention to detail.
- Ability to troubleshoot critical issues in a timely fashion.
- Excellent verbal and written communication
- Strong computer skills
- Must be able to maintain a high standard of confidentiality
- Must be resourceful, self-motivated, and able to prioritize and handle many tasks at once in a fast-paced environment
- Must be a quick learner, detail oriented, accurate, organized, and reliable

Performance Responsibilities

Tasks for this position include but are not limited to:

- Coordinate event planning efforts
- Work at and staff on campus events as required
- Deliver excellent customer service to internal and external facilities users
- Dispatch work to personnel and vendors; coordinate work orders
- Maintain calendar of events and activities on campus and inside department
- Communicate effectively with internal and external users

- Organize and lead Facilities Use meetings with Senior Administrators
- Coordinate and organize the flow of services and resources for set ups of facilities
- Recommend standards and/or improvements for department office procedures and practices
- Maintain department records and files as needed
- Research projects, supplies, furniture, and other facilities-oriented supplies and equipment; obtain relevant pricing
- Perform general clerical duties as needed
- Perform other duties as assigned by the Facilities Director or the Headmaster to ensure the effectiveness of the Facilities Departments and support the mission of the school

Working Conditions

- Working conditions are typical for a fast-paced office/school environment.
- This position requires some night and weekend work

Note: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Thornton Academy is an independent town academy located in Saco, ME, serving a range of students including both publicly funded local students as well as private day students from towns across the region as well as an international boarding program.

To apply, please submit the following:

Letter of interest

Current resume

Completed “Non-instructional Staff” application form (available for download online here)

College transcript (an unofficial/student-issued copy is sufficient, though an official copy may later be requested)

Contact information for three work-related references

Evidence of current/active CHRC certificate (required by Maine law)

- This certification may be pursued later in the hiring process, but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website.

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org. Please note “Applicant: “Facilities Coordinator” in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:
Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.