

Are you a multi-tasker? Do you have an eye for the little things that can cause big problems? Can you take a project, run with it, and make it your own?

Join the team at Tri County Community Action as our Facilities Manager!

We are looking for an experienced, relationship-driven, and results-oriented professional to come on board and manage all of our facilities, our "fixed assets", and the staff that maintain them. You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference in the lives of low-income families and individuals throughout all three counties.

Can you...

Build and maintain directories of our contractors, vendors, service providers, and more

Maintain and grow the relationships among our tenants and address their needs and concerns in an effective and positive way

Conduct agency-wide risk assessments to ensure employee, client, and guest safety and satisfaction

Manage and lead our janitorial staff, including training, development, and recruitment

Compile and create timely reports and documents

Work directly with the leadership team at TCCA to achieve organizational goals

Serve as liaison for all IT and technical issues

Do you have...

An Associates' degree (A.A.) from a technical school, college or university with two or more years related experience and/or training; or equivalent combination of education and experience. A valid Pennsylvania driver's license, current insurance, and Act 33/34 and FBI clearances (upon offer of hire).

Then we want to hear from you!

Send us your resume and cover letter to us @

**Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org**

This role offers a starting salary of \$41,860 plus a generous benefits package

