



POSITION: FACILITIES & SYSTEMS MANAGER

POSITION DESCRIPTION:

Facilities & Systems Manager oversees key organizational projects playing an important role in the organization's increasing infrastructure. Position works with Director of Operations and across management team to identify, research, plan, purchase, and provide maintenance or upgrades as needed, ensuring that all projects are delivered on-time, within scope and within budget. Facilities and Systems Manager must be able to balance workload between in-house and outsourced resources. Would implement new business systems and roll out of any and all technology initiatives company-wide. Position includes project based tasks as assigned while playing a pivotal role in helping to coordinate and expand system and facility operations.

PRIMARY RESPONSIBILITIES:

- Accomplish information systems objectives by identifying and monitoring facility information systems, technical and physical. Will include the vetting, overseeing and potential of new operational system.
- Establish short term to long range project based objectives and specifying the strategies and actions to achieve them.
- Design, develop, install and manage system enhancements and upgrades.
- Ensure all process and compliance programs are met.
- Manage ZFP facilities, planning and space allocation and resources needed.
- Prepare operating status reports and budgets as requested.
- Work closely with ZFP team to develop appropriate communications system and calendar for all ZFP personnel.
- Compile and maintain inventory of organization software and systems assets and their corresponding contracts, agreements and passwords.
- Liaise with organization software suppliers for prompt rectification of any problems or emergencies.
- Prepare cost estimates for systems equipment or facility upgrades as requested.
- Provide guidance and advice to management or other groups on technical, systems or process-related topics.
- Coordinate and maintain a safe work environment.

MINIMUM REQUIREMENTS

- Strong commitment to Zion Forever Project values and mission.
- Bachelor's degree in relevant field required; or two years' equivalent experience.
- Good project management skills and/or substantial exposure to project based work structures, including attention to detail and multitasking skills.
- Proven working experience and knowledge of systems and warehouse management.
- Manage crisis situations, which may involve complex technical hardware or software problems.
- Must have ability to receive and maintain personnel and organizational confidences.
- Ability to research and recommend enhanced information systems results by identifying technological opportunities and developing application strategies.
- Safeguard assets by planning and implementing disaster recovery and back-up procedures and information security and control structures.
- Excellent written and verbal communication skills.
- Strong working knowledge of Microsoft Office including Excel.
- Perform other related duties as assigned.

TOTAL COMPENSATION

This is a full-time, non-exempt, benefit-eligible position based in Zion National Park. Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefit package including medical, dental, vision and health savings account (HSA) plan, long-term disability, life insurance and 401(a) retirement plan and discounts in our park stores.

TO APPLY

Well-qualified applicants should send a resume and letter of introduction describing your suitability for the position to, Zion Forever Project at info@zionpark.org. Employment application available at: zionpark.org

Zion Forever Project is an Equal Opportunity Employer.