

Project Manager - Facilities
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Project Manager will manage construction and renovation projects from design through construction and close out ensuring that all requirements are met. This position will work to ensure that the ministry sites will be accessible and safe for guests, friars and employees.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Support Province and Ministries by coordinating simple to complex project planning
- Develop scope and budget of project providing program statements and information to architects and trades
- Coordinate activities of design team throughout process
- Coordinate bidding for contracts and supplies
- Manage all aspects of construction including attaining bids, negotiating contracts, hiring, directing and coordinating activities of Construction Managers and General Contractors
- Collaborate with Director, Facilities and Ministry/Office Directors to resolve delays, emergencies or other problems
- Ensure all state and local legal requirements and codes are met during design and construction, and that all permits and licenses are obtained
- Perform quality control inspections and provide project updates via periodic reports
- Approve invoices related to project
- Facilitate utility installation, stop and start
- Collaborate with Ministry/Office Directors for relocation of programs and employees before, during and after project
- Create final reports evaluating all contracted parties, vendors, budget and process
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Bachelor Degree in Construction Management, Architecture, Engineering or related field, 10 years of project management or general contractor experience OR combination of education and experience. Cost analysis, budget creation, project scheduling, contract negotiation, in depth understanding of construction procedures and material and project management principles, able to interpret construction methods, contracts and drawings, travel required, flexible schedule.

Interested candidates can apply by submitting a letter of interest and resume to:
employment@thecapuchins.org Include Project Manager in the subject line.