



PINE FORGE ACADEMY
excellence is no accident...



Job Opportunity **Facilities Manager**

Starting Date: Aug. 1, 2020

Position: Facilities Manager

Seeking a Facilities Manager to oversee all of the Academy's buildings. This person will be responsible for the upkeep of the buildings, the planning and coordinating, as well as the supplies and equipment used in those buildings. Responsible for ensuring installations run smoothly with outsourced companies. All other duties as assigned by school administration applicable to boarding school environment: such as, but not limited to supervision, sponsorships, and committee assignments.

Qualifications

- Practicing member of the Seventh-day Adventist Church
- Achieved no less than a Bachelor's Degree (MA degree preferred)

Requirements

- Criminal background and abuse clearances

Contact:

Please send cover letter, resume, and an application from the Allegheny East Conference website (www.visitaec.org) filled out completely to:

Teresa Best
Human Resources Director

Allegheny East Conference of Seventh-day Adventists

Email: hr@aecsd.com

**Please send via email only to the email address provided above.
Please include the word "resume" in the subject line of the email.**



PINE FORGE ACADEMY

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