

The National Centre for Padre Pio

Position: Assistant Facilities Manager

The National Centre for Padre Pio is recruiting an **Assistant Facilities Manager** to help keep our facilities beautiful for the thousands of visitors and pilgrims who come through our doors each year. This is an opportunity to be part of a mission that welcomes people from all over the world to encounter the life and legacy of Saint Pio of Pietrelcina.

Our Mission: The mission of the National Centre for Padre Pio, Inc., is to lead souls to God, through the example of Padre Pio, the first priest in history to bear the stigmata; the wounds of Christ. Our 106-acre campus includes the Our Lady of Grace Chapel (a reproduction of the friary church where Padre Pio received the stigmata), the Padre Pio Spirituality Centre, Saint Pio Museum and Cultural Centre, Gift shop and visitor facilities.

Position Description: The Assistant Facilities Manager is a full-time, on-site role located in Barto, PA, responsible for supporting the safe, efficient, and well-maintained operation of the Centre's buildings and grounds. This role provides custodial and housekeeping care across all buildings and assists with general maintenance, including plumbing, electrical, carpentry, painting, and repairs. The Assistant Facilities Manager helps maintain heating, cooling, security, and fire systems, cares for Centre vehicles, equipment, and grounds, and supports setup for events and programs, including coordinating and handling snow removal as needed. Working closely with the Facilities Manager, the individual steps in to cover routine facilities duties when needed, helps uphold safety standards and a welcoming environment for all who visit the Centre and performs other duties as assigned.

Qualifications:

- Facilities and maintenance skills, including basic knowledge of building systems, routine repairs, and preventative maintenance practices.
- Organizational and planning skills to prioritize tasks, coordinate schedules, and manage multiple facility-related requests effectively.
- Health, safety, and compliance awareness, including familiarity with safety procedures, emergency response, and relevant local regulations.
- Communication and teamwork skills to work collaboratively with staff, vendors, and contractors, and to interact respectfully with visitors.
- Ability to perform physical tasks as needed, such as lifting, standing for extended periods, and working indoors and outdoors in varying conditions.
- Experience in facilities management, building maintenance, or a related field is preferred; prior experience in a nonprofit or faith-based setting is a plus.
- High school diploma or equivalent required; additional technical training or certifications in facilities or maintenance a plus.
- A valid drivers' license.
- A persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- Due to the fact that school groups frequently visit our Centre, this position requires successful completion of Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, FBI Criminal History Fingerprint Check, and any additional background investigations as permitted by law. Employment is contingent upon satisfactory results of these clearances.
- Demonstrated reliability, attention to detail, and commitment to supporting the mission and values of the National Centre for Padre Pio.

The details: Full-time, typically Monday–Friday with flexible daytime hours, occasional evenings/weekends for events, and regular weekend on-call for maintenance issues.

If you'd like to put your skills to work in a meaningful, mission-driven environment, we'd love to hear from you. **To apply, please email your resume and cover letter to info@padrepio.org.**