

# Facilities & Building Operations Coordinator

📍 **Manhattan, New York** | Full-time

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## About Us

The Austrian Cultural Forum New York is seeking to appoint a skilled **Facilities & Building Operations Coordinator** to oversee building systems, vendor management, and regulatory compliance in Manhattan as of November 2025.

This is a full-time staff position limited to 1 year with possibility of extension.

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## Position Overview

The **Facilities & Building Operations Coordinator** is responsible for the daily operation, maintenance, and oversight of the building's infrastructure, working closely with a long-standing team and an experienced facilities technician. This role combines technical know-how with vendor coordination and administrative reporting to headquarters in Vienna. While event technology is part of the scope, the primary focus is on building operations, safety, and compliance with NYC codes and regulations.

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## Key Responsibilities

- Coordinate and supervise external vendors performing service, maintenance, and repair work.
  - Report on building operations and technical projects to headquarters in Vienna in consultation with the technical consultant.
  - Manage and monitor service and maintenance contracts for building systems.
  - Oversee building safety, fire protection, and security in compliance with NYC and U.S. regulations.
  - Conduct regular inspections to ensure building systems (HVAC, electrical, plumbing, mechanical) are fully operational.
  - Monitor contractor performance and ensure timely completion of work.
  - Support budget tracking and review technical consulting timesheets.
  - Provide limited support for in-house event technology as required.
  - Serve as system administrator for facility-related IT systems.
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## Qualifications

- Solid technical background in facilities management, building maintenance, or related field.
- Hands-on ability to perform minor repairs and system checks.
- Strong knowledge (or willingness to gain knowledge) of NYC building, safety, and fire codes.
- Experience coordinating with contractors, vendors, and service providers.
- Organizational and administrative skills, including contract and budget management.
- Basic to intermediate IT/system administration skills.
- Excellent communication skills in English; German language a plus.

**Work permit/green card for the United States is required for applicants who are not U.S. citizens.**

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## **What We Offer**

- Full-time position (40 hours per week)
  - Employment contract according to American law
  - Payment depending on experience
  - Paid time off: 25 working days per year plus official holidays
  - Health insurance contribution
  - Workplace located in Midtown Manhattan in an iconic building
  - Dynamic international team anchored in the diplomatic community of New York
  - Opportunity to work in an international cultural environment with strong ties to Europe.
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## **How to Apply**

If you would like to become part of the team of the Austrian Cultural Forum New York, please submit your resume and a brief cover letter (in English or German) outlining your relevant experience and interest in the position to [new-york-kf@bmeia.gv.at](mailto:new-york-kf@bmeia.gv.at)

No calls please. Only shortlisted applicants will be contacted.