

PEARL RIVER VALLEY OPPORTUNITY, INC.

JOB ANNOUNCEMENT

Position: Housing, Facilities & Transportation Director

Location: Columbia

Salary Range: \$64,000 - \$74,000 Annually

Work Hours: 8 hours/day

Work Year: 12 months/year

General Description of Position

The Housing, Facilities and Transportation Director is responsible for planning, directing, and overseeing housing maintenance operations and the management of Head Start facilities and transportation services. This position ensures that all housing units, facilities, grounds, and transportation systems are safe, well-maintained, and compliant with applicable federal, state, local, and program regulations. The position also supervises staff, manages budgets, coordinates maintenance projects, and supports quality services for residents, children, and families.

Minimum Qualifications

- Bachelor's degree in Facilities Management, Construction Management, Business Administration, Public Administration, or a related field preferred.
- Three to five years of progressively responsible experience in maintenance management, facilities management, transportation management, or related operations.
- Knowledge of building systems, maintenance practices, transportation safety requirements, and regulatory compliance.
- Experience supervising staff and managing budgets.
- Valid driver's license and insurable driving record.
- Strong leadership, communication, organizational, and problem-solving skills.

Preferred Qualifications

- Experience with affordable housing, community action agencies, or Head Start programs.
- Knowledge of Head Start Performance Standards and transportation regulations.
- Experience managing contractors, capital improvement projects, and preventive maintenance programs.
- Professional certifications in facilities, maintenance, or transportation management are desirable.

Physical Requirements

- Ability to inspect housing units, facilities, grounds, and vehicles.
- Ability to lift and carry up to 25 pounds occasionally.
- Ability to travel between program sites and attend meetings as required.

To Apply:

Applicants may application and resume to Pamela Everett, Personnel Director, by email at hr@prvoinc.org or by fax at 601-444-0377.

Applicants may also apply at the WIN Job Center.

Application Deadline: June 24, 2026