



FACILITIES COORDINATOR

Type of Position: Hourly, Part-Time
Immediate Supervisor: Facilities Manager

About The Center

The Center's nonprofit mission is to positively impact our community by creating opportunities for healthy aging for all through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. In our work to extend healthy life expectancy and quality of life for everyone, The Center is committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind.

Position Description

The Facilities Coordinator works closely with the Facilities Manager to ensure an optimal environment for all Center activities. Coordinator has primary responsibility for day-to-day maintenance, repairs, and operation of HVAC, plumbing, and electrical systems; A/V equipment; and building cleanliness.

Knowledge, Skills, and Abilities

- Ability to handle multiple assignments in a timely manner
- Strong interpersonal and communication skills and an affinity for working with older adults
- Ability to problem solve and work with a minimum of supervision

Education and Experience

Required

- High school diploma or equivalent, plus 5 years work experience

Preferred

- 3 years maintenance experience
- HVAC, electrical, plumbing, sound system, audio visual experience
- Information Technology (IT) experience e.g., Microsoft office, Windows systems, and troubleshooting system and driver software

Primary Duties/Responsibilities

- Maintains physical space, ensuring a safe, clean, and functional environment
- Daily and preventive maintenance and repairs of building systems and equipment
- Grounds maintenance including lawn and shrubbery care, debris removal, and snow removal
- Sets up rooms and ensures A/V equipment is operational in advance of programs and events
- Assists in custodial duties
- Support the Facilities Manager with external contacts and contracted vendors as needed
- Maintains inventory of equipment and supplies; assists with reorders as needed
- Some weekend work
- Adheres to and promotes organizational values
- Performs other related duties as assigned

Physical Requirements

- Prolonged periods standing and walking throughout the building and grounds
- Must be able to lift or move up to 100 pounds
- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and building

Benefits

This position is part time with vacation, sick leave, and national holidays.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with “Facilities Coordinator” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.