

POSITION OPENING
MAINTENANCE AND FACILITIES COORDINATOR
January 5, 2018

The Women's Center is currently seeking qualified candidates to apply for a Maintenance and Facilities Coordinator. This is a full time position.

EDUCATION: Associates Degree or High School Diploma

EXPERIENCE:

- Experience in facility maintenance and operations
- Ability to operate maintenance equipment such as small power tools and lawn equipment.

GENERAL DUTIES:

- Responsible for overall maintenance, operations, and upkeep of the facilities and grounds. Must possess the ability to go up and down stairs and participate in the lifting/moving of donations, furniture, and equipment.
- Responsible to complete ongoing janitorial tasks such as mopping floors, vacuuming carpets, emptying trash cans, cleaning bathrooms, and cleaning stairs or walls.
- Responsible for the completion of yard work and snow removal.
- Maintains storage of donated furniture and household items.

Act 33/34/FBI Clearance required

Salary: \$12.50 an hour

FT 40 hrs per week Monday through Friday.

Paid vacation, sick and personal time.

11 Paid Holidays

Medical, Dental and Vision plans with low employee contribution rate.

Retirement Plan

Paid Mileage for off-site work

Submit letter of interest and resume by fax 724-775-2750 or email to annex@womenscenterbc.org.

The Women's Center is an Equal Employment Opportunity Employer.