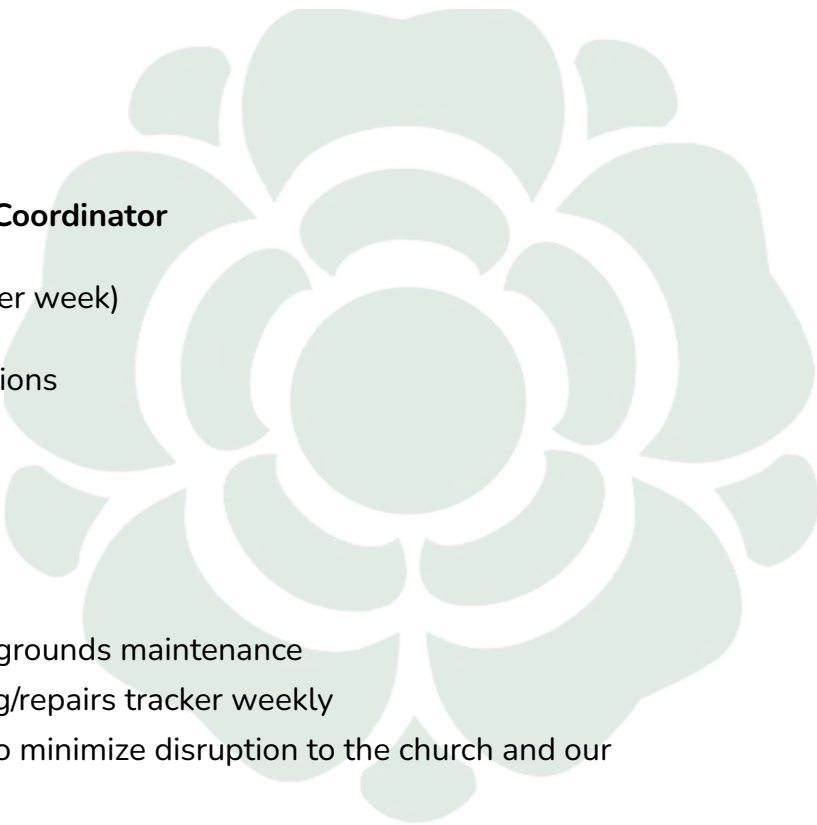




Facilities Coordinator

Status: Part-Time Contract (12-15 hours per week)

Reports to: Director of Finance and Operations

Compensation: \$35-\$40/hour

Primary Tasks:

Facilities Management

- Oversee all aspects of building and grounds maintenance
- Maintain and update the facilities log/repairs tracker weekly
- Schedule maintenance and repairs to minimize disruption to the church and our tenants
- Maintain maintenance schedules to ensure essential building systems (heating, security, fire, sprinklers, key card entry, stairlift, etc.) are in proper working order and in compliance with inspection requirements
- Coordinate vendors for cleaning, snow removal, routine repairs, security, and landscaping. Supervise outside contractors to ensure quality and timeliness of work.
- Serve as the emergency contact for security and fire alarm alerts

Interested candidates please send resume and letter of interest to ops@ascboston.org