

FACILITIES COORDINATOR

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Position: The **Facilities Coordinator** serves as the first point of contact for visitors, clients, and staff, ensuring a welcoming environment that reflects the organization’s mission. This role manages front desk reception, provides administrative support, and coordinates facilities operations to maintain a safe, efficient, and hospitable workplace. This is a 23.5 hour per week onsite Part-Time non-exempt position reporting to Operations Senior Manager, Valeria Verdejo.

The schedule is as follows: Monday - Thursday: 3:30-8:30 pm and Friday 2:30-6 pm.

The main areas of responsibility will include, but are not limited to:

Front Desk / Reception

- Greet and assist visitors, clients, and volunteers in a professional and welcoming manner
- Share program details and guide visitors to the right location and/or staff member
- Allow entry only to visitors, clients, and volunteers with an appointment, and issue a lanyard
- Answer, screen, and route phone calls and emails
- Manage incoming and outgoing mail, deliveries, and packages
- Maintain visitor logs and ensure adherence to security and confidentiality protocols
- Assist partners and partner organizations when they utilize our indoor /outdoor space as needed
- Maintain a clean and clearly defined waiting area

Administrative Support

- Provide general administrative support to staff and programs as needed, with previous authorization from supervisor
- Support event logistics (room reservations, catering, setup/cleanup) when needed and possible
- Manage incoming and outgoing mail, deliveries, and packages

Facilities Coordination

- Monitor facility condition and report repairs, maintenance, and safety compliance
- Track and report facility issues; follow up to ensure resolution
- Support workplace safety procedures, including emergency drills and compliance with health and safety policies
- Organize the outdoor parking lot and indoor spaces for classes and events as needed
- Follow the Security Check Protocol (SCP) before and after shifts: check doors and lock or unlock them as needed, clear evacuation routes, activate or deactivate the alarm system, if necessary, turn devices on or off, adjust thermostats, and complete all other tasks specified in the SCP
- Support the Facilities team by covering shifts as needed, depending on availability

- Cleaning assistance if needed

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree preferred
- 2+ years of experience in office administration, reception, or facilities coordination (non-profit experience a plus)
- Strong communication and interpersonal skills, with the ability to work with diverse populations
- Fluent verbal and written skills in English and Spanish
- Authorization to work in the United States
- Excellent organizational and multitasking skills; attention to detail
- Excellent customer service skills
- Advanced knowledge of Microsoft Office Suite
- Ability to handle confidential information with discretion
- Problem-solving mindset and ability to work independently and as part of a team
- Commitment to B1C's mission

Working Conditions

- Part-time, on-site position, 23.5 hours per week
- Requires regular interaction with staff, clients, volunteers, and vendors
- May occasionally require lifting up to 25 lbs and supporting after-hours events

To apply for this position, please submit your resume to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer