

Worker Center Facilities Coordinator

About Us: 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 Summary: The **Worker Center Facilities Coordinator** will welcome program participants and visitors to our first floor Worker Center and support its programs and operations. This part-time position reports to Operations Manager Valeria Verdejo.

Essential Duties:

- Greet day workers and enter them in the attendance log
- Ensure that visitors follow all building policies, including safety protocols and parking lot rules
- Support day workers with appointments and information about B1C programs and services
- Direct visitors to second floor B1C programs as needed
- Organize first floor space for classes and events
- Clean downstairs bathroom, sweep and mop floor, wipe tables and keep closets & maintenance room clean and organized
- Provide phone support for B1C initiatives and perform occasional data entry tasks as needed

Required Skills/Qualifications:

- Fluent verbal and written skills in English and Spanish required
- High school diploma or GED equivalent preferred
- Authorization to work in the United States
- Experience in office reception, customer service, or retail
- Basic computer knowledge required (Internet search; Microsoft Office suite)
- Strong interpersonal skills, including a welcoming, patient, and positive attitude
- Strong commitment to B1C’s mission

Schedule: 16 hours total

- Monday - Thursday: 2:00 to 6:00 pm

Please send resumes to jobs@b1c.org or contact Valeria Verdejo at (203) 674-8585 ext. 132

Building One Community is an Equal Opportunity Employer