



Facilities Maintenance 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 Maintenance Coordinator** will primarily focus on facilities management and maintenance for the building. This includes supporting our programs by setting up rooms and preparing for various activities. Additionally, this position will serve as a backup to welcome program participants and visitors at our first-floor Worker Center and second-floor reception area, assisting with program operations as needed. This is a 24 hour per week onsite Part-Time non-exempt position reporting to Operations Manager, Valeria Verdejo.

Main areas of responsibility include, but are not limited to:

Building Maintenance:

- Organize space for classes and events.
- Prepare the space according to the facility usage request form.
- Support partners when they come to use our space.
- Keep all areas of the building clean and orderly.
- Support programs with special events and activities.
- Inspect premises when arriving and before leaving.
- Adjust the thermostat, lock the front and rear doors, and set the alarm before leaving premises
- Receive packages and store supplies.
- Perform preventative maintenance and oversee the well-functioning on building systems (HVAC, plumbing, electrical, fire alarms, security system, elevator/lift).
- Complete minor carpentry tasks (fixing doors, replacing trim, building shelves).
- Maintain facility through minor painting and general upkeep.
- Coordinate with contractors for large-scale repairs or specialized services.
- Maintain accurate records of maintenance activities, repairs, and parts used.
- Ensure compliance with safety protocols and building maintenance regulations.

Front Desk Back up and recreation area support:

- Greet visitors and record their attendance accurately in the attendance log.
- Answer phone and direct calls.
- 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 and B1C programs as needed.

- Provide phone support for B1C initiatives and perform occasional data entry tasks as needed.
- Keep the waiting delimitated.
- Provide program information and direct to the appropriate location and/or staff member.

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.
- Basic computer knowledge required (Internet search; Microsoft Office suite).
- Strong interpersonal skills, including a welcoming, patient, and positive attitude.
- Basic knowledge of plumbing, electrical, HVAC, and carpentry.
- Proficiency with basic hand and power tools.
- Strong problem-solving, organizational, and communication skills.
- Physical ability to lift 50 pounds, bend, and climb as required.
- Strong commitment to B1C's mission.

Schedule: 24 hours total

- Monday - Thursday: 3:00 to 8:30 pm
- Friday 12:00 to 2:00pm

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