



Job Title: Facilities Coordinator

Location: Milwaukee, WI

Supervisor Title: Facilities Director

Status: Part Time, 20 hours/Week, Flexible Schedule

Work Skills:

- Self motivated
- Strong sense of ownership
- Highly responsible
- Organized
- Good communicator
- High attention to detail
- Learner's attitude
- Ability to handle physical labor and lift heavy items

Primary Job Responsibilities

- The Facilities Coordinator focuses on two of our four campuses (flexing to other campuses as needed)
- Oversees building cleanliness: setting cleaning schedules, and ensuring that all cleaning takes place regularly
- Handles routine general maintenance items (changing light bulbs, swapping HVAC filters, oiling pumps, etc.)
- Sets up and tears down for events/meetings
- Assists leading campus volunteer teams (custodial, landscaping, snow removal, setup/teardown, etc.)
- Willing to learn and provide handyman skills: general repairs (drywall repair, basic plumbing and electrical, etc.)
- Manages a schedule and plans ahead to complete tasks well
- Clearly communicates and sets expectations with a variety of people including staff, volunteers, and contractors