



Title: Facilities Coordinator

Employment Status: Part-time

Payment: \$20/hr

Position Summary:

The primary role of the Facilities and Deliveries Coordinator will to perform general maintenance of all sites. A reliable and focused individual would be a good match for this position, we are relying on you to help our Detroit non-profit function! This coordinator will report to the Special Projects Manager.

Essential Job Responsibilities:

- Using strong general interior and exterior repair skills
- Being organized and timely
- Clear communication with the Special Project Manager and other staff
- Work such as (but not limited to):
 - Electrical: light installation and repair, repairing circuit boards, repair appliances
 - Plumbing: snaking drains, installing dishwashers, fixing sinks and toilets
 - Carpentry: Assembling furniture, removing/installing cabinets
 - Exterior: cleaning gutters, landscaping, shoveling snow, painting
 - Site Set-up: moving in materials, cleaning and removal of junk, painting
- Assisting tradespeople with electrical, plumbing or HVAC repairs
- Undertake duties as assigned or emergency tasks
- Identify and report the need for major repairs

Working Conditions

- A keen eye for detail and physical stamina are greatly valued for this job
- This position may require and weekend work
- Travel required, reliable transportation needed
- Ability to lift and move at least 50 lbs

Qualifications:

- Proven experience in maintenance or repair
- Experience with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing, and HVAC systems
- Valid driver's license
- At least 18 years old

How to Apply

If you are interested in applying, please send an email expressing your interest to hr@brilliantdetroit.org or call [313-483-8992](tel:313-483-8992).

In the email, please include your full name, what job you are interested in, and how to best contact you.

Including a resume and cover letter telling us why you would like the position to your email will help us see if you are fit for the position faster!

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