**Facilities Associate**

**Job Description**

**August 2021**

***MISSION****: Founded in 1987, Greater Newark Conservancy* [*www.citybloom.org*](http://www.citybloom.org) *promotes environmental stewardship to improve the quality of life in New Jersey’s urban communities.*

# *Job Summary:*

The Facilities Assistant will maintain the cleanliness and handle basic maintenance of the physical jobsite at Greater Newark Conservancy.

## Duties/Responsibilities:

* Maintains Greater Newark Conservancy’s physical spaces, which includes two buildings, parking lot, and perimeter sidewalks, ensuring a safe, clean, and functional environment. This includes regularly scheduled cleaning of two buildings as well as clearing of snow and ice, as needed.
* Ensures assigned equipment is in proper working order and available for use.
* Works with Executive Director and Director of External Relations to manage and process work order requests; ensures problems are resolved quickly.
* Sets up tables and rooms for internal or external meetings and events.
* Acts as liaison between employees and any outside contractors to resolve specialized problems, as needed.
* Implement preventive maintenance schedules for buildings and equipment.
* Maintains inventory of cleaning and other supplies; reorders as needed.
* Performs other duties as assigned.

## Required Skills/Abilities:

* Excellent organizational skills and attention to detail.
* Ability to perform well in a fast-paced environment.
* Driver’s license and clean driving record required.

## Physical Requirements:

* Prolonged periods standing and walking throughout facilities.
* Must be able to lift up to 50 pounds at times.
* Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
* Must be able to perform work in a variety of weather conditions*.*

***Compensation*:**  $12/hour, medical benefits, and paid time off. Hours are 7am-3pm, Monday through Friday; 35 hour work week with 1 hour lunch break

Priority will be given to Newark residents.

Formerly incarcerated men and women are encouraged to apply.

Greater Newark Conservancy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

***To apply:*** Email mrobinson@citybloom.org with resume or information on why you are interested in this position.