



## **Facilities Coordinator Job Description**

(position roles and reporting structure currently under review and may be adjusted)

The Facilities Coordinator is responsible for the daily operational, maintenance, and repair needs of the Downtown Eastside Women's Centre locations in a manner consistent with industry best practices ensuring a safe and reliable environment for the delivery of programs and services.

Reporting directly to the Executive Director, the Facilities Coordinator will work in collaboration with other DEWC staff to ensure smooth operations of DEWC services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **Operations and Facilities**

- Facilitate and coordinate maintenance and repair needs for DEWC locations including establishing service contracts, arranging maintenance and repairs through the property management and/or service contractors.
- Collaborate with the Administrative Coordinator to ensure service contracts/lease billing and invoicing requirements are communicated and payment processing is established.
- Facilitate upgrading and maintenance of the company phone and fob system.
- Establish and oversee contracts for on-going services such as janitorial, computer, telephone, photocopier, kitchen equipment, plumbing, electrical, etc.

### **Health and Safety**

- Ensuring DEWC compliance to health and safety requirements is a core responsibility of the Facilities Coordinator including equipment and furnishings that are safe, functional, and meet proper ergonomic standards
- Participation and/or collaboration with the OHS committee to implement recommendations.
- Support the workplace OHS program including ensuring emergency and first aid procedures are updated and supplies are maintained.
- Develop and operationalize an Emergency Preparedness plan for DEWC locations.
- Maintain files of Occupancy permits and health inspection reports

### **Lease, Permits, and Licensing**

- Work with the Executive Administrator to Apply for annual alarm permit and manage contract with monitoring company including the repairs and maintenance.
- Ensures DEWC is compliant with all permit and licensing requirements

### **Planning for Future Needs**

Participates in planning for the future building, space, equipment needs

The Facilities Coordinator will conduct an overview of the specific needs of the space, such as new furniture, office renovations and equipment supplies

Conducts periodic routine walk through of DEWC locations to assess any maintenance, repair, and capital asset needs that have not been reported

### **Other**

- Other duties not specified that may be assigned from time to time.

**Required Qualifications:**

- Minimum 3 years related experience, preferably in a non-profit environment
- Demonstrated computer and IT aptitude including word, excel, and power point
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- OHS or other workplace safety related experience and/or training
- Ability to prioritize, meet deadlines and multi-task
- Meticulous with attention to detail and accuracy
- A high degree of stress tolerance
- Have a working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Strong conflict resolution skills and practice
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services may be required.
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Executive Director