

Facilities Assistant

Position Description & Reporting Relationship

Located at the Episcopal Diocese of Albany office in Greenwich, N.Y., this part-time position, up to 28 hours per week, performs maintenance tasks that promote a clean, well-functioning, and safe environment for our guests and staff. The position is based in Greenwich, NY but some travel to our Albany property may be required. The Facilities Assistant reports to the Director of Operations.

Typical Duties

- Performing routine maintenance on facilities and making repairs as needed
- Assisting with event set up/break down
- Preparing facilities for changing weather conditions
- Serving on the Emergency Management Team
- Other duties as assigned by Director of Operations

Qualifications and Skills

A high school diploma with applicable employment or volunteer experience.

This position requires a comprehensive background investigation (references, credit, DMV, Sexual Offender Registry, courts) and completion of Safe Church training upon hiring.

Required skill set:

- Experience with maintenance, grounds keeping, and repairs
- Organizational and time management skills
- Exercise respect and courtesy in all interpersonal interactions
- Comfortable working in a Christian Faith community
- Ability to work as a team member and accept supervisory direction
- Be flexible and comfortable adapting to new technology and procedures.
- Ability to lift up to 50 pounds
- Maintaining confidentiality regarding work-related tasks
- Valid driver's license

Resumes may be submitted:

Email: diocese@albanydiocese.org

Or via USPS to; Episcopal Diocese of Albany, Attn: Human Resources, 580 Burton Rd, Greenwich, N.Y. 12834