VIETNAMESE ASSOCIATION OF ILLINOIS

5110 North Broadway, Chicago, IL 60640
Phone: (773) 728-3700
Fax: (773) 728-0497
www.hnvi.org

Part-time (PT) Maintenance Coordinator Job Description

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage County. Our mission is to foster unity and solidarity among Vietnamese people in Illinois and our work has included assisting in the resettlement of families, those applying for citizenship, building community, and increasing civic engagement.

The Part-time (PT) Maintenance Coordinator is responsible for maintaining the cleanliness and physical space of VAI's Chicago office. The PT Maintenance Coordinator will report to the Office Manager.

RESPONSIBILITIES:

- Perform tasks to ensure the cleanliness of the three-floors throughout the facility, including lobbies, stairways, shared office spaces, bathrooms, and kitchens;
- Ensure all office areas are cleared of daily messes by executing tasks such as vacuuming, emptying trash cans, dusting and wiping down windows and doors, and mopping floors throughout the building;
- Maintain supplies and cleanliness of high-use areas, such as kitchens and bathrooms, through routine tasks such as sweeping and mopping floors; wash all basins, bowls and urinals;
- Replenish any missing items from kitchen and bathrooms, as needed, such as clean paper towels and sanitary disposal receptacles; fill toilet tissue holders, soap dispensers & paper towels;
- Support Programs staff in setting up and cleaning up before and after events, as necessary and based upon availability;
- Support tasks and duties of the Office Manager, as requested and as agreed upon;
- Supports other projects within the organization as agreed upon.

QUALIFICATIONS & EXPERIENCE:

- Excellent communication skills with strong people skills;
- Excellent organizational and task management skills;
- Ability to prioritize and manage multiple tasks with accuracy, attention to detail and confidentiality;
- Ability to operate hand and power equipment in a safe and effective manner, when necessary;
- Ability to do heavy lifting and move furniture up to ~30 lbs. when needed with dolly assistance;
- Ability to move up and down three flights of stairs while carrying equipment throughout the building, elevator is also available;
- Personal vehicle (to support equipment drop off and pick up) a plus, but not required;
- Proven experience working in professional or community settings with diverse groups of people;
- Familiarity with Microsoft Office and Office 365 Suite;
- Minimum 2-3 years of broad experience in maintenance work;
- *Strongly preferred*: Proficiency in English and another language (oral and written);
- Willingness to support de-escalation, in order to mediate and reach mutual understanding in a community setting.

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Work Requirements:

This is a part-time position based at VAI's office in the Uptown neighborhood of Chicago. Occasional work will take place at the DuPage office. Occasional evening and weekend hours may be required. We will first inform you of any changes to your schedule.

Job Type: This is a part-time position with limited benefits package. Salary range: $33.05/hour for 20 hours a week.

If interested, please submit a cover letter, resume, and 2 references to s.ye@hnvi.org with "PT Maintenance Coordinator" in the email subject line.

VAI is an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.