

AFTERNOON FACILITIES COORDINATOR

Building One Community (“B1C”) seeks a friendly and organized **Facilities Coordinator**. The Coordinator will welcome program participants and visitors to our center and support our programs and operations. This non-exempt, 10 hour per week position reports to Office Manager Lupita Figueroa and requires afternoon hours.

Primary responsibilities include but are not limited to:

Customer Service

- Greet visitors and help direct them to appropriate locations; record visitors in building log
- Answer phones and direct calls, taking messages as needed
- Manage circulation of people and direct them to follow building procedures and policies
- Assist clients with café purchases and keep café sales log and inventory
- Greet day workers and enter them in the recreation log

Office & Program Support

- Scan, copy and email documents for staff and program participants
- Provide phone support for program activities
- Support mass mailing campaigns
- Provide support to day workers as needed
- Collect money and provide receipts for program fees
- Help with program data entry as needed

Operations

- Arrange spaces, furniture and equipment for classes and other B1C events
- Ship, receive and distribute mail and deliveries; unpack and store deliveries
- Manage proper safety practices: emergency exits, emergency call numbers, parking issues, use of fire extinguishers, etc.
- Perform light custodial duties which include cleaning workspaces and meeting rooms

Qualifications

- Fluent verbal and written skills in Spanish; proficient verbal and written skills in English
- High school diploma or GED equivalent required
- Authorization to work in the United States

- Experience in customer service, retail or office reception environments
- Professional phone experience required
- Basic computer skills needed (Microsoft Word & Excel, Email); MS Outlook knowledge preferred
- Can easily follow directions and comply as requested
- Knowledge of Stamford area (to give directions to visitors) a plus
- Strong interpersonal skills, including a welcoming, patient and positive attitude
- Belief in B1C's mission

Weekly Schedule

Onsite 10 hours per week in the mid to late afternoon, 3 to 5 days per week. Actual schedule negotiable.

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

To apply for this position, please e-mail a resume or job summary to jobs@b1c.org. No telephone calls, please.

Building One Community is an Equal Opportunity Employer