



FACILITIES ASSISTANT

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program serving individuals impacted by domestic violence and facilitating an intervention and education program to people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values. In addition, the principles of the Sanctuary Model (a model for prioritizing victims' needs and promoting safety and recovery from adversity) and continuous improvement infuse all aspects of the organization.

About the role. As a Facilities Assistant, your primary role is to perform janitorial, cleaning, and light maintenance duties to ensure the facilities meet health and safety standards and present an attractive appearance. The successful candidate will have experience with performing these duties and comfort working within a social services organization serving a diverse client population. This role provides you with the opportunity to showcase your janitorial, problem-solving, and organizational skills while contributing to a worthy cause and being part of an action- and advocacy-centered organization. This role is based out of the main WC&S facility, though some travel to a local satellite office may be required occasionally. If you are proficient in understanding and performing a wide variety of janitorial, cleaning, and maintenance duties, take pride in what you do, and are comfortable working independently, we are eager to hear from you.

Here's what you will do:

- Clean facilities and work areas including furnishings, bathrooms, fixtures, walls, and floors; remove waste material
- Receive, manage, and process work order requests; ensure problems are resolved quickly; assist with deliveries
- Assist with coordination of yearly equipment maintenance schedules and outside contracted services/companies
- Perform minor, routine repairs and maintenance as needed and per the yearly maintenance schedule
- Adhere to City and County code compliances and ensure occupational safety and compliance with Board of Health Standards
- Assist in maintaining safety of facilities
- This full-time position requires being available 40 hours/week, Mondays through Fridays, from 10:00a to 6:00p, onsite at WC&S
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- High school diploma/GED required
- At least one (1) year of related experience required
- Ability to handle routine plumbing, carpentry, painting, and minor machinery repairs
- Ability to manage multiple tasks, meet deadlines, and pay attention to detail



- Ability to meet physical requirements, including prolonged periods of standing and walking throughout facilities; lifting up to 25 pounds; bending, lifting, stretching, climbing, and crawling to maintain equipment and building; and performing work in a variety of weather conditions
- Effective verbal, written, and interpersonal communication skills
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamics, culturally specific issues, and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce and Teams strongly preferred
- Desire to work in an organization committed to accepting every individual's history and perspectives
- Act 33/34 and FBI Clearances required

Typical Starting Salary: \$36,000

About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line **"Facilities Assistant"** to careers@wcpittsburgh.org.