



MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center - Job Posting Assistant – Facilities Department – Nonprofit (part-time)

PRC is hiring a part-time Assistant who will support the Facilities Department, ensuring effective and efficient maintenance of PRC buildings. The Assistant is part of the Operations Team supervised by the Facilities Manager. Their office will be located in Wheaton (201 S. Naperville Road). This position is part-time, 25 hours/week. The schedule will be 5 days/week, 5 hours/day, and the hours are flexible. The successful candidate must be able to lift, move and carry 50 lbs., have access to their own transportation and have a valid Illinois driver's license.

BENEFITS

- Flexible Spending Account participation
- SIMPLE IRA retirement plan and 3% company match

ESSENTIAL FUNCTIONS

- Assist the Facilities Manager to oversee contract vendor maintenance, including but not limited to: landscaping, snow removal, housekeeping, trash/recycle collection, pest control, HVAC, plumbing, etc.
- Respond to facility requests made by employees within the work order system, communicating and monitoring progress to completion
- Conduct building inspections on a weekly basis,
- Assist in preparing buildings for winter and spring by managing seasonal needs, including but not limited to, installing space markers, delivering salt to all locations, etc.
- Assist with deliveries and retrieving purchases at local stores and between sites
- Research vendors for needed services
- Assist in obtaining quotes and service of selected vendors by scheduling, meeting onsite, organizing paperwork, and providing follow-up to vendors as requested
- Prepare and track purchases using appropriate organizational forms and files and obtain appropriate approvals
- Maintain accurate tracking of regular and unplanned maintenance projects
- Maintain schedule of regular maintenance of minor equipment, including but not limited to, AEDs, fire extinguishers, smoke alarms, and carbon monoxide detectors
- Assist with furniture assembly, reorganization of spaces, moving of furniture and minor repairs (hanging pictures, changing lightbulbs, etc.) as needed

SKILLS/KNOWLEDGE

- Commitment to PRC's mission, values, and community focus
- Desire to work in a social service organization
- Comfortable with using a computer, with basic knowledge of Microsoft Outlook, Office, Excel and work order systems
- Strong organizational and communication skills
- Deadline driven

EXPERIENCE/EDUCATION

- High school diploma or equivalent
- Minimum of one (1) year of work experience in a similar position

ORGANIZATION OVERVIEW

People's Resource Center (PRC) is a not-for-profit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry.

With a team of over 1,600 volunteers supported by 47 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homelessness prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

PRC earned the highest possible rating from Charity Navigator for 12 consecutive years. Only 1% of charities rated have received this distinction, differentiating PRC from its peers, exemplifying the high standard of service at PRC, and indicating that PRC outperforms most other charities in America.

APPLICATION PROCESS

To apply, please send your resume and minimum pay requirement to resumes@peoplesrc.org

Applications will be accepted until the position is filled.

*No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer.
www.peoplesrc.org*