



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

Position Title	Temporary Facilities Technician
Application Closing Date	Open until filled; interviews begin immediately and conducted on a rolling basis
Position Start Date	Immediate
Job Hours	Part-Time, Non-Exempt, Some Evenings & Weekends Required, Temporary
Salary	\$16 per hour

JOB DESCRIPTION

Under the supervision of the Facilities Manager and other designated personnel, performs a wide variety of maintenance duties related to the facilities of the organization. Duties include: routine maintenance of equipment, painting of facilities, routine plumbing, light construction, routine electrical, preventative maintenance and similar activities. Employee is temporary, likely to end December 2017.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

- 1. Education and/or Experience:** A minimum of three years of demonstrated experience in facilities maintenance. Ability to troubleshoot basic maintenance problems and determine solutions. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures.
- 4. Language Skills:** Fluency in English is required. Fluency in Spanish preferred.

To apply, send your cover letter and resume electronically to:

Danielle Lopez, MBA
dlopez@thecentersd.org

Mailing Address
P.O. Box 3357,
San Diego, CA 92163

Street Address
3909 Centre Street,
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

www.thecentersd.org

Please note: We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.