



Facility Coordinator

North Island Employment (NIEFS) is currently accepting applications for a part-time (20-25 hrs/week), in-building Facility Coordinator working in our Campbell River office located at 920 Alder Street which is owned by NIEFS as well as providing service to our Port Hardy office which is as leased space. This role offers an hourly wage in between \$25 - \$30.00 per hour.

Who we are...

Connecting people with work since 1986. With 40 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition competitive wages, extended health and dental, health and sick days, RSP matching, and 3 weeks' vacation to start, are part of the total compensation package for eligible staff.

The Role...

The Facility Coordinator reports to the Executive Director and works closely with the Senior Management team to ensure the upkeep of our 12,000 square foot building.

Facility coordination within non-profit organizations is crucial for ensuring the effective operation of various spaces and resources. Non-Profits often face unique challenges such as limited resources, aging infrastructure, and the need to balance multiple programs under one roof.

Key Duties and Responsibilities:

Taking Care of Physical Space:

- Coordinate office moves and furniture replacement.
- Coordinate office resources and supplies and ensure compliance.
- Maintain records, warranties and contracts.
- Clean up outside of building to ensure it remains presentable (i.e. litter)

Schedules and Contracts:

- Handle reports and assess responses to operational issues/maintenance needs
- Oversee and execute maintenance schedules (i.e. elevator; fire inspection; HVAC etc.)
- Work with vendors and vendor contracts
- Monitor budgets and expenses
- Coordinate vendor quotes and purchasing in coordination with Management Team

Safety and Compliance:

- Maintain up to date fire safety and health and safety checks
- Participate in the health and safety committee meetings including fire drills and emergency preparedness
- Produce and maintain regular reports

Asset & Inventory Tracking

- Maintain an up-to-date asset register for all major equipment, tools, furniture, and technology hardware.
- Conduct regular physical inventory audits to prevent loss, track depreciation, and plan for future capital expenditures or replacements.
- Manage the safe storage and organized organization of spare parts, hardware, and backup supplies.

Key Competencies:

- **Values.** Acts with integrity, embracing personal values that reflect NIEFS's commitment to excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices and professional behavior.
- **Innovation.** Thinks creatively; is open to new ideas and technologies.
- **Accountability.** Accepts and creates a culture of accountability; takes personal ownership and initiative.
- **Engagement.** Shows passion for the job and the mission of North Island Employment.
- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in an organized way. Follows directions and ensures deliverables are met on time and according to agreed standards.

Qualifications – Knowledge, Education and Experience

- Hands on experience in the trades (construction, electrical, plumbing). As the saying goes, a Jack/Jill of All Trades.
- Completion of Grade 12
- Education related to trades is an asset
- Experience coordinating outside contractors for work onsite.
- A valid driver's license and reliable access to a personal vehicle are required for this position.
- Successful completion of a criminal record check.

How to apply...

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment!

Applications will be accepted on an ongoing basis until the position is filled.

Please address all applications to:

North Island Employment
Shannon Baikie, Executive Director
920 Alder Street, Campbell River, BC V9W 2P8
Fax: 250.286.3447
Email: recruiting@niefs.net