

**Job Title:** Facilities and IT Assistant  
**Supervisor:** Facilities and Information Systems Manager  
**Job Status:** Part Time/Non Exempt  
**Job Hours:** 21 Hours a week  
**Location:** 220 West 49<sup>th</sup> Street  
**Compensation:** \$18 to \$20 per hour

### **About Encore**

Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older adults in New York's City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

### **About Position**

The Facilities and IT Assistant will support with ensuring that all Encore facilities meet the needs of the individuals that work and reside in them. They will upkeep and ensure the delivery of reports to city agencies and staff. Employee will work with Facilities and IT Manager to familiarize themselves with all of our locations to be able to provide support when needed. He/She provides technology help in the management, configuration, and implementation of information technology solutions.

### **Job Responsibilities**

- Conduct frequent building site visits to ensure their appearance and cleanliness is in alignment with organizational expectations;
- Assist with preparing/reviewing Section 8 Recertification's and reports;
- Assist with preparing/reviewing tenant rent rolls for Encore's Finance Team;
- Coordinate the scheduling of tenant interviews with Encore 49 Social Service team and Department of Homeless Services;
- Be available to fill in for Facilities Manager for meeting with contractors, vendors and/or Encore staff regarding any and all building repair, maintenance, and improvement projects. Be able to accurately summarize what occurred during meetings;
- Assist in the review and procurement of furniture and equipment needs;
- Assist employees with minor technical support, and training;
- Support with the maintenance, provision and uniform management of the fleet of Company hardware, including laptops, smartphones, imaging devices, and networking equipment;
- Facilitate and oversee the administrative functions of the Operations team such as data entry, copying, scanning and perform various clerical duties.
- Assist with special events including technical aspects of event management such as location setup and PA system management.

**Required Qualifications**

- Bachelor's degree in facilities management, engineering, business administration or equivalent education/experience.;
- Knowledge of Section 8;
- Computer literacy needed;
- Able to develop good working relationships with a wide range of people;
- An eye for detail and ability to operate on a deadline driven schedule;
- Well organized and have excellent spoken and written communication skills, as well as customer and client management skills;
- Ability to manage a varied and complex workload and also have technical knowledge of building services;
- Problem solving skills and the ability to make decisions quickly.

**Preferred Qualifications**

- MA degree in facilities management, engineering, business administration or equivalent education/experience.
- Bi-lingual in Spanish

**How to apply:** email **Resume** and **Cover Letter** to [jobs@encorenyc.org](mailto:jobs@encorenyc.org)

In the subject line, please indicate **"Facilities and IT Assistant"**

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**

*Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*