



**Squamish  
Helping Hands**

## **Job Posting: 2025 - 21**

### **Internal & External**

- Position:** Facilities and Projects Coordinator
- Status:** Regular part-time or regular full-time (to be determined)
- Work Site:** Under One Roof and Overdose Prevention Site
- Department:** Programs & Services Department
- Hours:** 32 - 40 hours per week
- Shifts:**
- |           |                     |
|-----------|---------------------|
| Tuesday   | 09:00 AM – 05:00 PM |
| Wednesday | 09:00 AM – 05:00 PM |
| Thursday  | 09:00 AM – 05:00 PM |
| Friday    | 09:00 AM – 05:00 PM |
| Saturday  | 09:00 AM – 05:00 PM |
- Final schedule to be determined
- Grid level:** Grid Level 12, Step 1
- Wage:** \$ 29.17/hour
- Posting Date:** March 28, 2025
- Closing Date:** Open until position is filled

Be part of our inspiring mission-driven team at Squamish Helping Hands Society.

We are a registered charity operating in the Sea to Sky region, based in Squamish. We believe in being part of a community where everyone matters, and where housing and access to food are human rights.

Ultimately, we want to create “a safe and healthy community for all”. We feel we can only do that by meeting people where they are and helping them to create capacity building plans for themselves that lead them to where they want to go. We are a community where we



## Squamish Helping Hands

believe that everyone has something to contribute, and that consequences help inform choices.

This position is open internally to all staff and externally. Hiring will be evaluated in accordance with skills, experience, performance and traits fit as per the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands Society is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

Interested individuals should apply by providing **a resume and cover letter** to SHHS Management Team at [hr@shhs.ca](mailto:hr@shhs.ca) quoting the **Posting No. “2025 – 21” and the Position “Facilities and Projects Coordinator”**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

### **JOB SUMMARY:**

Under the direction of the Housing Manager and Operations Director, The Facilities and Projects Coordinator provides administration of facilities-oriented tasks, systems and projects. They perform basic routine maintenance and repair services to the building, grounds, and equipment. This role also leads the Occupational Health and Safety Committee at Under one Roof to ensure the safety, security, and well-being of all building users.

The ideal candidate has administrative experience, is willing to jump into support building maintenance as needed and will lead safety programs. This role needs to possess strong organizational skills, and complete administrative tasks on multiple building/facilities systems.

### **TASKS & RESPONSIBILITIES:**

#### Maintenance:

- Enters maintenance requests into Arcori building maintenance system, does research, orders parts and monitors completion of tasks, in order of



## Squamish Helping Hands

importance/priority. Works closely with the building maintenance support staff and contractors.

- Coordinates facility maintenance work with maintenance staff and/or trades contractors.
- Monitors Arcori for work orders that are entered by staff and managers.
- Support of several building systems, including video surveillance, Fob security/entry system and residential room entry. Manages keys and staff / volunteer Fobs.
- Coordinates scheduled maintenance routines and timelines with cleaning and maintenance staff.
- Steps into cleaning and maintenance tasks as appropriate and needed.
- Makes recommendations for repairs to the management.
- Helps monitor the work of contractors and reports back to the manager.
- Coordinates facility related projects.
- Supports BC Housing facility reporting and operational reviews.

### Safety:

- Follows and champions all safety protocols.
- Co-Chairs the Joint Health and Safety Committee meetings with management, coordinates JH&S committee tasks and responsibilities, including tracking incidents and Overdoses.
- Provides Health and Safety Orientation for new employees.
- Maintains and coordinates ordering of First Aid supplies, including harm reduction supplies, personal protective equipment and emergency response equipment.
- Provides in-house emergency response training and other staff/volunteer training as needed.
- Reviews and updates existing health and safety guidelines and protocols as directed by the Director of Operations.
- Coordinates, twice yearly, evacuation practices (fire drills) with staff and residents.

### Administration and Documentation:

- Documents and maintains all records for repairs and maintenance events in Arcori building management system.
- Completes or contributes to incident reports when needed.
- Collaborates with management to provide input into policies and procedures related to security, maintenance and safety.



## Squamish Helping Hands

### Other:

- May involve operating a vehicle to pick-up or move supplies.
- May involve some cleaning, such as washing floors, fans, air filters, etc.
- Assists leadership in strategic projects to support mission.

### **SKILLS AND ABILITIES:**

- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work and communicate using a computer – Microsoft, online communication, related apps etc.
- Demonstrated ability to work independently, prioritize tasks and manage time.
- Knowledge of Worksafe BC safety regulations and guidelines.
- Remains calm when interacting with residents who may exhibit disruptive or violent behaviour.
- Maintains empathy, kindness, and a friendly disposition.
- Maintains healthy personal and professional boundaries.
- Works as a member of a team.
- Able to lift 40lbs, sweep, mop, twist, climb ladders, standing for several hours per shift. This role is both administrative and physically active.
- Possesses basic knowledge about modern building maintenance.
- Possesses a variety of skills related to repairs and maintenance: able to perform simple carpentry, electrical, painting, drywalling, mechanical and plumbing repairs.
- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to manage/de-escalate conflict.
- Demonstrated ability to take direction from others.

### **EDUCATION, TRAINING AND EXPERIENCE:**

- 2 years recent related administrative experience.
- High-School diploma.
- Basic Building Maintenance skills.
- Level 1 First Aid.

### **WORKING WITH US YOU CAN ENJOY:**

- An amazing, friendly and emotionally intelligent team.
- A great community.
- Free meals on site.



## Squamish **Helping Hands**

- Casual dress policy.
- A wonderful new facility.
- Qualifies for Benefits after probation is completed
- Qualifies for Pension after 2 years.