



Junior Achievement of South Florida - Facility Maintenance Technician

Position Description:

The Facility Maintenance Technician reports directly to the Facility Director. This role is an important part of the Junior Achievement team as she/he helps maintain the Junior Achievement building – JA World Huizenga Center at the Lilian S. Wells Pavilion. The 60,000 sq ft center is located on Broward College North Campus in Coconut Creek and houses 2 educational programs as well as administrative offices. In addition to the Facility Director, the Facility Maintenance Technician works directly with the Program, Development and Operations team members as well as suppliers and vendors.

Primary Duties and Responsibilities:

- Perform minor electrical repairs such as replacement of lamps & ballasts
 - Maintain appliances (refrigerators, washing machine, dryers)
 - Assist in arranging conference style tables and chairs for events
 - Complete minor plumbing issues
 - Receive packages and deliveries
 - Repair dry wall
 - Complete minor painting projects
 - Minor furniture repair
 - Power wash outside areas of the building as needed throughout the year
 - Maintain equipment, such as genie lift, power tools, etc.
 - Maintain inventory of building maintenance supplies and equipment
 - Schedule, communicate with, and oversee vendors and suppliers as needed
 - Assist with AV as needed (projectors, microphone, speakers, etc.)
 - Assist with IT as needed (plugging in computers, monitors, etc.)
 - Assist with housekeeping and waste management as needed
- Knowledge, Skills, and Abilities:**
- Strong communications skills (written/verbal)
 - Strong basic math skills for measurements, conversations, etc.
 - Overall friendly and professional demeanor
 - Ability to operate mechanical tools (basic hand tools, power drill, leaf blower, genie lift, etc.)
 - Ability to manage projects
 - Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
 - Resourceful; creative problem solver
 - Ability to learn and adapt to a fast-paced environment
 - Possess a team player attitude, with ability to take direction
 - Possess and display a positive attitude
 - IT knowledge a plus

Experience and Qualifications:

- Experience in building maintenance
- Knowledge of Microsoft Office Suite (Outlook, Word and Excel)

- Experience with standard office equipment, computers, copiers, etc.
- Proficient in English, both oral and written.
- Physical Demands: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, pulling, pushing, reaching, speaking, standing, stooping, talking, and walking. Ability to lift 50 pounds.

Schedule and Compensation:

- This position’s schedule may vary between 8am – 5pm with occasional evening and weekend requirements.
- This is a salaried position that includes a competitive benefits package including medical benefits for the individual fully paid by the employer and generous vacation time.
- Salary is commensurate with experience.

About Junior Achievement of South Florida: Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information about Junior Achievement of South Florida, visit www.jasouthflorida.org.

To apply, please send your cover letter and resume to Leni@JASouthFlorida.org with the subject line of “Facility Maintenance Technician”.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company’s brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company’s business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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