

MAINTENANCE COORDINATOR

CHURCH OF THE HOLY TRINITY 10 TRINITY SQUARE, TORONTO, M5G1B

The Church of the Holy Trinity is an Anglican parish in downtown Toronto with a history of social justice work and advocacy since 1847. We are a community of people who express Christian faith through lives of integrity, justice, and compassion. We foster lay leadership, include the doubter and marginalized, and challenge oppression wherever it may be found.

JOB TITLE: Maintenance Coordinator

PURPOSE: The Maintenance Coordinator will work closely with the caretaking team to support the safety and security of the program and rental spaces, while helping to improve internal processes and systems enhancing the effectiveness of the caretaking team, and practicing harm reduction to assist the community as needed.

POSITION TYPE:

- Full-time (35 hours per week), seasonal position until August 31, 2024
- In-person position with both office and on-the-ground work
- This position is funded by Canada Summer Jobs through the Youth Employment and Skills Strategy, which is the Government of Canada's commitment to help young people, particularly those facing barriers to employment, to get the information and skills, work experience, and abilities they need to transition successfully into the labour market.
- **Please note that as per the Canada Summer Jobs guidelines, qualifying applicants must be 15 - 30 years of age.**

RESPONSIBILITIES:

- Facilitate rentals in the space for community organizations and other partners
- Provide assistance in the set-up and take-down of programs and assisting with cleaning, maintenance and security during the programs to ensure a hygienic and safe environment
- Develop training materials and best practice guides for the caretaking team
- Manage and improve inventory processes for essential property and maintenance supplies
- Coordinate with skilled trades workers to ensure the timely completion of repairs and maintenance work to the church buildings

- Liaise with community partners to provide effective harm reduction practices for houseless communities
- Support houseless communities to access meal and well-being programs at the church
- Provide community members with referrals to supports and resources

REQUIRED SKILLS AND QUALIFICATIONS:

- ❖ Strong communication skills: written and verbal
- ❖ Experience in cleaning, minor repairs, and maintenance
- ❖ Basic computer skills (e.g. word processing & email)
- ❖ Excellent time management and organizational skills
- ❖ Ability to work independently and be self-directed, while collaborating with a team
- ❖ Ability to work flexible hours including evenings and weekends
- ❖ Ability to work effectively with people from various abilities, life situations and cultural backgrounds
- ❖ Exemplary emotional intelligence, communication, conflict management and problem solving skills
- ❖ Ability to work with an anti-oppression framework to respond with compassion and care to community members and staff
- ❖ Knowledge of harm reduction principles and practices, and local community resources is an asset
- ❖ Fluency in languages other than English is an asset
- ❖ Legally able to work in Canada
- ❖ Between the ages of 15 - 30
- ❖ Offer of employment is conditional on an acceptable criminal background check

ACCOUNTABILITY:

- ❖ Supervised by the Lead Caretakers

WORKING CONDITIONS:

- This position works onsite. The work is fast-paced. This position includes a combination of sitting, standing, walking; standing for extended periods; bending, crouching, kneeling, climbing ladders, use of tools and operating equipment. There are no elevators in the buildings, only stairs. The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively. There is a likelihood of exposure to unpredictable behavior, unpleasant odors, and bodily fluids. Due to the intense marginalization service-users face, this is a stressful

and emotionally challenging work environment where there is the potential to be in threatening situations. However, employees can expect to receive training and support in dealing with these conditions.

COMPENSATION:

- Rate of pay is \$17 per hour.

TO APPLY:

The Church of the Holy Trinity welcomes applicants from persons of diverse backgrounds and is an equal opportunity employer. If you require accommodation at any time during the recruitment process, we would be happy to work with you to meet your needs.

Send your cover letter and resume before 11:59pm, May 12th via email to **ht@holymtrinity.to**

Please reference "Maintenance Coordinator" in the subject line.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.