



Job Posting: Facilities Assistant

Job Title: Facilities Assistant (Contract)

Reports To: Facilities Supervisor

Location: 2200 South Sheridan Way, Mississauga, ON L5J 2M4

Job Term: Part Time - Contract

ISNA Canada is a Mississauga based national Muslim organization committed to providing Muslims with opportunities to develop and put their faith into action. It envisions vibrant Muslim communities as catalysts for positive change in Canada.

Summary

Maintain the functionality of the day-to-day operations & maintenance of the facility. Handle building repairs.

Primary Duties and Responsibilities

- Demonstrate ISNA values of Excellence, Service, and Cooperation in performing all aspects of position.
- Maintain a positive work atmosphere by behaving and communicating in an Islamic manner with community members, volunteers, colleagues, and management.
- Support all aspects of rental programs, including but not limited to the gym and the cafeteria: Show venues, do bookings, perform setups, take downs, and special events logistics.
- For community events, setup the stage, test, and ensure the functionality of the sound system, video and other equipment and supplies required by organizers.
- Assist in staff office moves and relocations. Take apart, physically move desks, file cabinets, tables, chairs, equipment, computers, etc. and reassemble.
- Purchase event supplies when needed and assist ICC programs leads as required.
- Ensure maintenance and repairs are completed in a timely, cost-effective manner.
- Maintain property and equipment inspection, preventative maintenance, and repair records.
- Other duties and responsibilities assigned by supervisor.



Qualifications / Competencies

- Two years of hands on maintenance and facilities work experience.
- Ability to handle multiple task while working in a fast paced, interruption prone, and energetic environment.
- Proficient using Microsoft Word and Excel and G-Suite.
- Excellent interpersonal skills and a demonstrated ability to work successfully with a very diverse community environment.
- Valid driving license, experience driving vans.
- Ability to perform duties that may require strenuous physical labor and use of hand tools, including lifting up to 50 pounds, climbing stairs and ladders, etc.
- Ability to work evenings or weekends as required

How to Apply

Send your resume and cover letter to jobs@isnacanada.com