



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

We are searching for a **Building Services Coordinator** to provide support services for efficient day-to-day building/office maintenance and operations to be part of our United Way team located in Hartford.

As the **Building Services Coordinator** you will be responsible for providing general support including grounds keeping, light maintenance, general office, courier services and meeting room preparations.

What you'll do:

Facilities and Maintenance:

- Oversees, in collaboration with third party property manager, maintenance of United Way property including tenant relations, contract oversight with vendors and tenants as well as physical upkeep of property.
- Configures conference rooms for meetings, placing tables and chairs as needed.

- Responsible for various routine maintenance duties such as light bulb replacements, cleaning walls, and fixing broken office furniture, painting, plumbing, janitorial and grounds keeping.
- Interacts with assigned vendors as necessary and making service calls to appropriate vendors
- Sets up audio visual and sound equipment as needed.
- Prepares and cleans offices and workstations for new hires.
- Coordinates and implements departmental and building tenant moves.
- Collects and stores cardboard in recyclable bin for building pick up.
- Spot checks conference rooms in the morning – push in chairs, clean wall(s), and tables, if necessary, as scheduled.
- Oversight of the security system and alarm.
- Performs other duties as required.

General Office:

- Maintains inventory and places orders for stationery, general office & janitorial supplies, and other paper products.
- Determines accuracy and approves invoices connected with building/office operations prior to submission to Finance Department for payment. Investigates and resolves billing disputes.
- Photocopies, collates, and staples presentations and other documents according to specifications.
- Checks copy/fax/printer areas ensuring they are stocked with paper and toner.
- Arranges service calls for maintenance of various office equipment.
- Provides clerical assistance and helps with special projects to other departments as needed.
- Deliver documents to required destinations including bank, customers, and vendors as frequently as every day.
- Purchase and transport supplies from the vendor back to the office as needed.
- Deliver a wide variety of items to different addresses and through different routes on demand.
- Notifies staff via voice mail, tenants and necessary building vendors of delayed opening or building closings.

Mail:

- Refills postage and tracks allocation within departments/tenants.
- Sorts and distributes mail from the post office daily.
- Distributes/Dispatches incoming/outgoing couriers, FedEx, UPS, DHL, etc.
- Handles various requests such as tracking packages, requests for mail supplies.
- Distributes faxes and mail.

About you:

- High school diploma or GED, required.
- Knowledge and use of office machines, computers and mailing procedures/requirements.
- Valid Connecticut driver's license and reliable transportation required.
- Lifting and ability to push/pull (tables/chairs, boxes, dollies). Ability to climb ladders.
- Knowledge of audiovisual and sound equipment preferred.
- Ability to communicate and share information.
- Strong customer service focus in all tasks and activities.
- Ability to relate well with people from diverse groups.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
Human Resources
30 Laurel Street
Hartford, CT 06106
Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to your application.