

# Operations Assistant

## Job post summary

**Pay:** \$20.00 per hour

**Job description:**

### POSITION DESCRIPTION

The Operations Assistant supports the maintenance and operations of New Bethany's 12 facilities, ensuring each location is clean, safe, and functional. This role involves hands-on work, logistical coordination, and supporting the Director of Operations in maintaining high-quality environments across multiple nonprofit program sites. The ideal candidate is organized, proactive, and committed to the mission of serving communities through dependable support of physical spaces.

### ACCOUNTABILITY

The Operations Assistant will report directly to New Bethany's Director of Operations.

### SPECIFIC RESPONSIBILITIES

The Operations Assistant will:

- Assist in maintaining all 12 facilities, including basic repairs, inspections, and preventive maintenance.
- Perform routine site visits to support facility needs, resolve maintenance issues, and ensure compliance with organizational standards.
- Respond to work orders and maintenance requests in a timely and efficient manner.
- Support the coordination of vendors and contractors for specialized repairs or larger facility projects.
- Monitor and replenish supplies across facilities
- Assist with office moves, furniture assembly, and event setup across sites as needed.
- Help maintain facility records, including inspection logs, maintenance checklists, and vendor documentation.
- Ensure compliance with health, safety, and fire regulations across all locations.
- Work collaboratively with staff across different sites to identify facility needs and solutions.
- Support emergency response efforts and procedures at each location.
- Able to respond to off-hour emergencies if necessary.
- Assist in groundskeeping (i.e.. Trash cleanup, grass maintenance, snow removal)

### QUALIFICATIONS

- High school diploma or equivalent; technical or trade training is a plus.
- 1–2 years of experience in facilities, building maintenance, or a related field.
- Ability to travel regularly between multiple sites (valid driver's license required).
- Basic knowledge of electrical, plumbing, and HVAC systems is preferred.
- Comfortable using tools and performing minor repairs or installations.
- Strong organizational skills and ability to manage multiple priorities.
- Commitment to the mission and values of a nonprofit organization.
- Excellent communication skills and a collaborative mindset.
- Must be able to lift 50lbs

#### Working Conditions:

- Frequent travel between facilities (Bethlehem, Allentown, Coplay)
- Occasional evening or weekend work for special events or emergencies.
- Physically active role involving lifting, bending, and prolonged periods on foot.
- Exposure to indoor and occasional outdoor environments.

#### GENERAL

The Operations Assistant is a full-time, non-exempt employee of New Bethany, Inc. and as such is covered by the applicable portions of the Personnel Policy. Beginning wage is \$20/ hour and includes all eligible benefits. Please send a cover letter and resume to J. Marc Rittle, Executive Director, at [jmrittle@newbethany.org](mailto:jmrittle@newbethany.org).

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance