

Facilities Assistant= 2 positions

Job post summary

Date posted: March 31,2026

Pay: \$22.00 per hour

Job description:

POSITION DESCRIPTION

The Facilities 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 Facilities Teams 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 Facilities Assistant will report directly to New Bethany's Director.

SPECIFIC RESPONSIBILITIES

The Facilities 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 Facilities 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 \$22/ hour and includes all eligible benefits. Please send a cover letter and resume to, Kip Busch at kbusch@newbethany.org.

Job Type: Full-time

Benefits:

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

Work Location: In person