



December 2025

**Position Title:** Facilities Coordinator  
**Status:** Part-Time, Non-Exempt (10 - 15 hours/week)  
**Supervisor:** Director of Finance and Administration  
**Location:** On-site/Flexible hours (Gurnee & Skokie)  
**Hourly Rate:** \$22-\$27/hr

## Position Summary

The Facilities Coordinator is responsible for the maintenance and operations of ZCenter's physical facilities (Gurnee and Skokie), ensuring safe, functional, and welcoming spaces for clients, staff, and visitors. This role manages vendor relationships, coordinates repairs, and supports facility-related logistics.

The following is a list of duties, which are considered essential functions of this job. This list is not exhaustive, as all positions at Zacharias Sexual Abuse Center are dynamic. This is consistent with our need to be flexible and responsive to the needs of our clients, donors, volunteers, etc. The employee who occupies this position is expected to assume any/all duties assigned by management, irrespective of whether such duties are specifically included in this list. While an effort is made to thoroughly describe the customary manner in which this job is performed, reasonable accommodations will be made for qualified individuals with disabilities who may not be able to do this job in the manner indicated.

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### Key Responsibilities

#### Facilities & Vendor Management

- Support the implementation of preventative maintenance practices to ensure optimal functionality of facilities.
- Conduct regular inspections of the facilities to identify maintenance needs and report findings to the Director of Finance and Administration.
- Monitor the status of major repairs and facility management, keeping the Director of Finance and Administration informed.
- Act as point person for facility maintenance, working with vendors and contractors for repairs and service needs such as HVAC, fire, security and pest control.

- Coordinate timely invoicing and payment for facility-related services.
- Coordinate preventative maintenance and safety inspections.

### **Event & Administrative Support**

- Assist the administrative team with event logistics related to facilities, including setup, troubleshooting, and breakdown.
- Maintain maintenance inventories and track supplies for facility needs, as needed.

### **Safety & Compliance**

- Support implementation of safety protocols and compliance with building regulations.
- Support the Director of Finance and Administration in maintaining records for inspections, contracts, and vendor agreements.

### **Organizational Responsibilities**

- Assist with diversity initiatives ensuring accessibility of facilities for all clients.
- Perform other duties as assigned by the Director of Finance and Administration.
- Uphold the mission and philosophy of Zacharias Sexual Abuse Center, supporting a safe environment for all clients.
- With the entire staff, the Facilities Coordinator will be responsible for quality service delivery throughout the agency. They will demonstrate a commitment to the mission and philosophy of ZCenter geared towards ending the cycle of violence, helping to eradicate the effects of sexual assault, and empowering survivors by validating their experiences, and helping them to understand their response to the trauma. (See Mission Statement and Philosophy Statement.)



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## Qualifications

- High school diploma required; additional technical or vocational training preferred.
- 2+ years of experience in facilities, maintenance, or property management.
- Knowledge of vendor management and maintenance procedures.
- Ability to safely operate basic tools and equipment.
- Excellent organizational and communication skills.
- Ability to relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.
- Flexibility for occasional evening or weekend work.

## Skills

- Vendor management and contract coordination
- Facility inspection and maintenance scheduling
- Ability to learn new platforms and systems (e.g., Google Workspace, scheduling tools)

Employees of ZCenter must, at all times, maintain a positive work atmosphere by behaving and communicating in a manner that is conducive to a positive work environment with co-workers, clients, donors, volunteers, and supervisors.