



**east bay community
action program**

Position title: Facilities Support Assistant

Description: *EBCAP is offering a two-step sign-on bonus totaling \$1,000 for external applicants.*

East Bay Community Action Program (EBCAP) is seeking a Facilities Support Assistant for our agency. The Facilities Support Assistant is a full-time position and is responsible for assisting and maintaining all EBCAP's facilities. The Facilities Support Assistant is also responsible for the repair of equipment and furniture as directed to meet health and safety standards.

The Facilities/Support Assistant will perform minor repairs to facilities and equipment such as Painting, Plumbing, Carpentry, Minor mechanical repairs as required, grounds maintenance, and snow removal. May be required to assist the subcontractor with more complex repairs. Ability to climb, lift, carry, or otherwise move and position objects weighing up to 50 pounds. Ability to prioritize and multi-task.

The Facilities/Support Assistant will have a minimum of a High School diploma or equivalent.

Please utilize the following link to apply:

<https://ebcap.clearcompany.com/careers/jobs/3829ae63-f947-9838-67de-e12c9b57cdfd/apply?source=2566557-CS-30162>

We are an equal-opportunity employer committed to providing a diverse work environment.