



east bay community action program
THE BRIDGE TO SELF-RELIANCE

Position: Facilities Support Assistant

Location: 100 Bullocks Point Avenue, Riverside, RI 02915 (Includes travel to EBCAP facilities)

Job description: 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 of EBCAP's facilities. The Facilities/Support Assistant is also responsible for the repair of equipment and furniture as directed to meet the 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 subcontractor on 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.

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

TO APPLY- Please go to www.ebcap.org/careers.