



United Way of Central and  
Northeastern Connecticut

## About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

## Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

## Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

## Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

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## Join Our Team! Career Opportunity

We are searching for a **Building Services Coordinator** to provide support services for efficient day-to-day building/office maintenance and operations to be part of our United Way team located in Hartford.

As the **Building Services Coordinator** you will be responsible for providing general support including grounds keeping, light maintenance, general office, courier services and meeting room preparations.

### ***What you'll do:***

#### Facilities and Maintenance:

- Oversees, in collaboration with third party property manager, maintenance of United Way property including tenant relations, contract oversight with vendors and tenants as well as physical upkeep of property.
- Configures conference rooms for meetings, placing tables and chairs as needed.

- Responsible for various routine maintenance duties such as light bulb replacements, cleaning walls, and fixing broken office furniture, painting, plumbing, janitorial and grounds keeping.
- Interacts with assigned vendors as necessary and making service calls to appropriate vendors
- Sets up audio visual and sound equipment as needed.
- Prepares and cleans offices and workstations for new hires.
- Coordinates and implements departmental and building tenant moves.
- Collects and stores cardboard in recyclable bin for building pick up.
- Spot checks conference rooms in the morning – push in chairs, clean wall(s), and tables, if necessary, as scheduled.
- Oversight of the security system and alarm.
- Performs other duties as required.

#### General Office:

- Maintains inventory and places orders for stationery, general office & janitorial supplies, and other paper products.
- Determines accuracy and approves invoices connected with building/office operations prior to submission to Finance Department for payment. Investigates and resolves billing disputes.
- Photocopies, collates, and staples presentations and other documents according to specifications.
- Checks copy/fax/printer areas ensuring they are stocked with paper and toner.
- Arranges service calls for maintenance of various office equipment.
- Provides clerical assistance and helps with special projects to other departments as needed.
- Deliver documents to required destinations including bank, customers, and vendors as frequently as every day.
- Purchase and transport supplies from the vendor back to the office as needed.
- Deliver a wide variety of items to different addresses and through different routes on demand.
- Notifies staff via voice mail, tenants and necessary building vendors of delayed opening or building closings.

#### Mail:

- Refills postage and tracks allocation within departments/tenants.
- Sorts and distributes mail from the post office daily.
- Distributes/Dispatches incoming/outgoing couriers, FedEx, UPS, DHL, etc.
- Handles various requests such as tracking packages, requests for mail supplies.
- Distributes faxes and mail.

#### ***About you:***

- High school diploma or GED, required.
- Knowledge and use of office machines, computers and mailing procedures/requirements.
- Valid Connecticut driver's license and reliable transportation required.
- Lifting and ability to push/pull (tables/chairs, boxes, dollies). Ability to climb ladders.
- Knowledge of audiovisual and sound equipment preferred.
- Ability to communicate and share information.
- Strong customer service focus in all tasks and activities.
- Ability to relate well with people from diverse groups.

#### **How to apply:**

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT  
Human Resources  
30 Laurel Street  
Hartford, CT 06106  
Email: [positions@unitedwayinc.org](mailto:positions@unitedwayinc.org) No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to your application.