



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE:	General Maintenance Worker
DEPARTMENT:	Administration
REPORTS TO:	Facilities Manager
STATUS:	Part-time 20 hours per week, benefits eligible
Work Location:	Required travel to multiple Sites
SALARY:	\$23.32 per hour

SUMMARY:

We are seeking a skilled and versatile General Maintenance Worker to join the Refugee Women's Alliance. This position involves a wide range of tasks related to maintenance, repairs, and ensuring the functionality of various systems and facilities. The ideal candidate should be proficient in handling diverse maintenance issues and possess a proactive attitude toward problem-solving. This role presents an opportunity for an individual with multifaceted skills in maintenance and repair work to contribute to the upkeep and functionality of our facilities.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

Responsibilities:

- Perform minor electrical tasks such as replacing burnt lights, fixing broken outlets, and handling data/power cable installations.
- Carry out plumbing works including replacing faucets, unclogging drains, and installing/replacing dishwashers.
- Demonstrate familiarity with HVAC systems and the ability to operate and troubleshoot AC units.
- Utilize general maintenance upkeep skills which includes painting and drywall, drilling and mounting TVs, hanging paintings, and performing other related tasks.
- Maintain and troubleshoot fire alarms, access control, and surveillance systems.
- Set up cubicles and furniture as required.
- Water and maintain small landscaping areas.

- Perform general handy work across various maintenance needs and locations.
- Coordinate with contractors, accompany them during onsite visits, and assist in follow-up tasks.
- Carry tools necessary for performing maintenance tasks.

Requirements:

- Proven experience as a General Maintenance Worker with a diverse skill set.
- Proficiency in handling electrical, plumbing, HVAC, painting, drywall, and general maintenance tasks.
- Ability to lift and carry up to 50 lbs.
- Familiarity with fire alarms, access control, surveillance systems, and basic landscaping.
- Strong problem-solving skills and attention to detail.
- Availability for emergency response calls and flexibility in work hours.
- Valid driver's license and a reliable mode of transportation as this role requires traveling to multiple facilities in Seattle, SeaTac, and Kent.
- Own a set of tools necessary for maintenance tasks is preferred.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

Closing Date: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.