



# Atikokan Native Friendship Centre Building & Property Maintainer

FULL TIME PERMANENT POSITION

The Atikokan Native Friendship Centre is currently accepting resumes for the position of Building & Property Maintainer. This position supports the organization through building and property maintenance including cleaning and repairing facilities. Ensure that building(s) are kept in a clean and orderly condition. Perform heavy cleaning duties such as floors, rugs, walls, glass and removing debris and waste materials. Maintain equipment through routine and preventative maintenance duties and tasks. Please email [programs@anfc.ca](mailto:programs@anfc.ca) to request copy of full job description.

## Qualifications Include:

- The candidate will ideally possess a high school (grade 12) diploma.
- Experience working in Indigenous organization or with Indigenous communities.
- Skilled in the use of hand and power tools.
- Ability to use common tools such as hammers, saws, drills and wrenches.
- Experience performing routine maintenance.
- Professional presentation and attitude.
- Training / experience relating to the use of power tools.

35 hours per week, Monday to Friday 8:30-4:30 with flex-time hour, in keeping with internal policies and procedures. This position services multiple sites and there is travel from site-to-site involved. Indoor and outdoor year-round work required. Occasional overnight travel required within the province for training. Requires physical exertion to manually move, lift, carry, pull or push heavy objects and/or materials. Requires climbing and balancing.

Salary is commensurate with education and experience. We offer benefits, additional paid holidays on top of the statutory holidays as well as two weeks off at Christmas break, plus an additional two weeks vacation time to start.

Please submit your cover letter and resume in confidence to:

Sarah Laurich, Executive Director  
Atikokan Native Friendship Centre  
1510-309 Main Street W.  
Atikokan, ON P0T 1C0

Application deadline is Sunday, January 24<sup>th</sup>, 2021. Preferred method of application is email:  
[programs@anfc.ca](mailto:programs@anfc.ca)

