



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
1305 FRANKLIN STREET, SUITE 410, OAKLAND, CALIFORNIA 94612

JOB ANNOUNCEMENT: Facilities Associate

Appointment Type: 1) Non-exempt, full-time position, 20-40 hours a week, plus some weekend and after hours meetings. Hourly wage: \$13.00-\$17.00 DOE; Benefits if full-time: health insurance; paid holiday, vacation, and sick leave.

Background: API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander, and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. With offices in Oakland, Stockton, and San Francisco, our work is focused in the areas of domestic violence/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, anti-human trafficking, youth violence prevention, affordable housing preservation and tenants' rights, and other social justice issues.

Duties & Responsibilities: This position will be based in San Francisco but will also work at East Bay Office; assist in maintenance and upkeep of APILO building and equipment, maintain equipment inventory and stock of office supplies, point of contact for building/equipment related contractors and service providers, assist with office administration, data entry, maintenance of agency files and items in storage, general office equipment maintenance, IT troubleshooting, and/or client services, as appropriate, and other related office duties.

Minimum Qualifications:

- 1) Demonstrated commitment to serve disadvantage persons in communities of color; work experience with clients who are low-income, immigrants, women, seniors and/or those with disabilities.
- 2) At least 2 years of successful work experience with office support, administrative and/or receptionist duties in a human services agency or equivalent setting.
- 3) Demonstrated ability to manage and respond appropriately to office related maintenance issues.
- 4) Working knowledge of plumbing, electrical, PC, and/or HVAC systems.
- 5) General knowledge of office administrative operations and equipment such as operating telephone system, internet, postage machine, fax machine, copier and scanner.
- 6) Ability to communicate well orally and in writing, effectively manage time, handle critical information, work independently, plan and implement office objectives, and to work well in a team oriented, multi-cultural work environment. Must be detailed oriented, organized, meet deadlines, and possess a high degree of interpersonal skills in interacting with staff, clients and the public.
- 7) Possess at least a high school degree.
- 8) California driver's license and own vehicle preferred.

HOW TO APPLY: Send resume and cover letter with 3 references to jobs@apilegaloutreach.org or Administrative Director, API Legal Outreach, 1121 Mission Street. S.F. CA 94103. Positions will remain open until filled.

An Equal Opportunity Employer Committed to Affirmative Action