



5535 Albemarle Road, Charlotte, NC 28212
Telephone: 704.376.1600 ★ Fax: 704.376.8627
www.charlottelegaladvocacy.org

POSITION NOTICE

Full Time

Facilities and IT Specialist

Charlotte Center for Legal Advocacy, a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a **Facilities and IT Specialist** to support the Advocacy Center's programs. More information about the Advocacy Center can be found at our website: www.CharlotteLegalAdvocacy.org.

Reporting to the Chief Financial Officer, the Facilities and IT Specialist is responsible for organizing and coordinating facility operations and procedures to ensure the organizational and operational effectiveness of the office. In addition, this Specialist serves a critical role in the support and management of all aspects of Technology to ensure the efficiency and functionality of all IT systems.

The Specialist role includes the following responsibilities:

Facilities

Work in collaboration with the CFO to oversee facilities systems:

- Oversee the safety of occupants by ensuring the building is free of hazards
- Work with staff and partner organizations to coordinate building resources
- Supervise janitorial and groundskeeping contracts to ensure proper cleaning and upkeep
- Oversee the maintenance and repair of building facilities, including electrical and plumbing
- Manage security access and other building systems
- Manage physical day-to-day building operations
- Oversee repair and warranty requests
- Participate in negotiating vendor contracts for services including janitorial, maintenance, document destruction, waste, and recycling services
- Schedule repairs and maintenance for all equipment and services related to the building
- Maintain supply inventories for the organization
- Participate in the development of policies and procedures relating to facilities management

Technology

Work in collaboration with the Technology Coordinator to oversee the IT needs of the organization:

- Coordinate day-to-day computer and technology systems for internal operations
- Serve as a liaison and a point of contact with IT consultants
- Manage equipment needs and warranties, including postage meter, copiers, conferencing equipment, staff equipment, and other connected devices
- Oversee disaster recovery and backup systems
- Respond IT help tickets requests from staff
- Provide staff technology training

Other duties as assigned.

Qualifications

- Two years of experience with and knowledge of computer operating systems, software, and other technology systems OR related education/experience
- High school graduation or equivalent
- Proficiency in MS Office, including Word, Excel, PowerPoint, and Adobe PDF Pro
- Excellent project management and organizational skills
- Ability to troubleshoot and problem solve independently
- Ability to work in a collaborative team environment and effectively communicate with co-workers and clients in virtual and in-person meetings
- Approachable and positive disposition
- Experience working as a Facilities Coordinator preferred

Compensation

This position is a full-time, salary, non-exempt position. The annual salary range is \$38,000 depending upon experience and skills. Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

To Apply

Qualified applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org
Please note the position for which you are applying in the subject line.