

## Facilities Management Assistant - Summer 2017

### POSITION INFORMATION

Employer	Project for Pride in Living
Division	N/A
Title	Facilities Management Assistant - Summer 2017
Description	<p>Summary: Project for Pride in Living (PPL) serves individuals and families struggling with poverty, limited education, and other complex barriers. Our mission: PPL builds the hope, assets, and self-reliance of individuals and families with lower incomes through transformative affordable housing and employment readiness services.</p> <p>The Property Management Division is a fast-paced unit of PPL that manages over 1,100 affordable rental units in Minneapolis and St. Paul neighborhoods and first-ring suburbs.</p> <p>Responsibilities &amp; Duties:</p> <ul style="list-style-type: none"> <li>•Support functions of the Facilities Management team by working collaboratively with property management, maintenance staff, tenants, vendors and service providers.</li> <li>•Create and update spreadsheets accurately.</li> <li>•Contact vendors by phone and email for information at staff direction.</li> <li>•Prepare billing-related mailings for residents and vendors.</li> <li>•Internet research projects</li> <li>•Data entry, sorting and categorizing invoices.</li> <li>•Updating Work Order Lists for Maintenance staff.</li> <li>•Assist with photocopying, mailings, info packets, and filing.</li> <li>•Other projects as assigned to support Facilities and Property Management functions.</li> </ul>
Location	<div style="background-color: #f0f0f0; padding: 10px;"> <p><b>LOCATION</b></p> <p><b>Nationwide</b> no</p> <p><b>City</b> Minneapolis</p> <p><b>State/Province</b> Minnesota</p> <p><b>Country</b> United States</p> </div>
Position Type	Entry Level Job (< 3 yrs), Full Time, Part Time, Paid, Internship
Desired Class Level(s)	Freshman, Sophomore, Junior, Senior, Alumnus

### HOW TO APPLY

Requested Documents:  
Resume  
Cover Letter

### IMPORTANT DATES

**Posted On:**  
May 01, 2017

**Applications Accepted Until:**  
Jun 30, 2017

### DEFAULT EMAIL FOR RESUMES

stephen.buck@ppl-inc.org

### CONTACT INFORMATION

Employer	Project for Pride in Living
Name	Julie Huck
Title	PPL Volunteer Manager
E-mail	<a href="mailto:julie.huck@ppl-inc.org">julie.huck@ppl-inc.org</a>
Phone	612.455.5111

Work Authorization	US Citizen, Permanent Resident
Salary Level	\$12/hour 
Job Function	Business Operations, Services, Administration, Community Service, Non-Profit, International Development, Social Services, Statistics, Analysis, Consulting, Urban Planning and Development
Desired Start Date	May 19, 2016
Duration	Summer-through 9/1/17 (flexible start/end date)
Approximate Hours Per Week	30-40
Travel Percentage	No Travel
Qualifications	<ul style="list-style-type: none"><li>•Self-starter and self-directed, ability to work independently on assigned projects</li><li>•Skilled Excel spreadsheet user</li><li>•Good communication, organization, time management, and problem-solving skills</li><li>•Responsible, detail-oriented, patient</li><li>•Ability to collaborate with people from diverse backgrounds</li><li>•Ability to work with Word, Excel, and internet.</li></ul>

Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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