

Job Posting: Maintenance & Donations Coordinator (Part-Time)

About Us

Ingamo homes is a non-profit organization, committed to ending gender-based violence by providing second-stage housing, outreach, and programming to women* and their children, serving Woodstock, ON and Oxford County. We are seeking a dedicated **Maintenance & Donations Coordinator** to join our team and ensure the upkeep and functionality of our properties while fostering a caring, respectful environment.

Position Overview

The Maintenance & Donations Coordinator is responsible for the maintenance and general upkeep of individual townhouses, our administration building, and communal areas, including parking and green spaces. The role includes performing routine maintenance, coordinating contractors for major repairs, and supporting housing programs to enhance resident experiences.

Key Responsibilities

General Maintenance

- Conduct regular inspections of units and document damages and maintenance needs.
- Prepare units for new tenants, ensuring cleanliness, repairs, and yard maintenance meet organizational standards.
- Perform general maintenance and light repairs, including plumbing, electrical, drywall, flooring, ceilings, painting, and basic carpentry.
- Coordinate and supervise external contractors, ensuring work meets standards.
- Manage property locking systems, including key control and lock changes.
- Conduct monthly smoke detector inspections and maintain compliance records.
- Respond to maintenance emergencies, participating in an on-call system.
- Maintain an up-to-date list of unit status (vacant, occupied, under repair).
- Order and manage maintenance supplies and materials.

Administration

- Maintain a comprehensive and current maintenance database for all units.
- Track and update capital replacement plans per housing regulations.
- Obtain and manage contractor quotes for services such as snow removal, landscaping, and waste management.
- Maintain a current directory of contractors and emergency contacts.
- Monitor and manage inventory of tools and maintenance supplies.
- Order office supplies and coordinate services (e.g., water delivery, shredding).

Program Support

- Identify and implement opportunities to improve housing services based on resident feedback and sector best practices.
- Model non-violent, respectful behavior.
- Maintain relationships with community partners to support donations of clothing, household items, food, and furniture.
- Maintain an inventory of donated items to support incoming residents.

Other Responsibilities

- Foster empathetic, caring relationships with residents.
- Prepare monthly reports on maintenance/projects for Board of Directors meetings.
- Complete other duties as assigned by the Executive Director.

Qualifications

- Secondary school diploma (GED or equivalent).
- Demonstrated experience in property maintenance or a related field.
- Strong knowledge of basic building systems (plumbing, electrical, carpentry).
- Excellent organizational and record-keeping skills.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Sensitivity, professionalism, and a non-judgmental approach with residents.
- Knowledge of community resources is an asset.
- Flexibility to respond to emergencies and work outside regular hours when required.
- Valid driver's license and minimum \$2M liability insurance.
- Satisfactory Police/CPIC/Vulnerable Sector check.
- Valid Standard First Aid/CPR Certification.

Why Join Us?

- Make a meaningful impact in a supportive housing environment.
- Work in a collaborative, community-focused organization.
- Part-time schedule with flexibility for emergencies.

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest in the role to Crystal Doyle at crystal@ingamohomes.com.