



## Building Assistant

### Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

### Core Values Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

### Position Summary

The Building Assistant will work closely with the Senior Director of Finance & HR and the Office & Technology Manager, and will be responsible primarily for building support including staffing and coordinating the staffing of the welcome desk, responding to requests for meeting room rental, troubleshooting building systems problems, and bringing in outside expertise as needed to address building-related issues.

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## **Building Assistant**

### **Primary Duties:**

#### **Collaborative responsibilities:**

- With the Sr. Director of Finance & HR and the Office & Technology Manager:
  - Monitor building system functionality including HVAC, irrigation, fire sprinkler, intrusion detection, video surveillance, nurse call, maglock doors, and electronic locks, among others, addressing any issues as they arise.
  - Manage building system contracts and warranties.
  - Help staff with facilities and furniture issues, bringing in appropriate third party vendors as needed.
- Participate in organizational trainings, workshops, and meetings focused on racial justice & anti-oppression.

#### **Independent responsibilities:**

- Welcome, interact with, and assist patients and guests who come into Family Tree Clinic
- Assure the timely and secure opening and closing of Family Tree's building
- Check the parking lot, courtyard, and surrounding clinic areas regularly, removing any trash.
- Survey building and grounds regularly for any needed attention such as graffiti to remove, doors not working properly, sewer smells coming from bathrooms or sump pumps, etc.
- Water and maintain courtyard and other outdoor plants (when seasonally appropriate) and water indoor plants as needed
- Assure the sidewalk along Nicollet is kept clear of ice and snow (this is mostly done by an outside contractor, but potentially need to shovel/spread salt in between their visits)
- Regularly perform routine maintenance and repairs including cleaning glass windows and doors as needed, patching holes and touch up painting, removing or painting over graffiti, hanging small items and performing other minor installations, changing filters in drinking fountains, dusting ledges, etc.
- Manage services with outside building maintenance company
- Assure dishwasher is run daily
- Be the contact person for staff using the building outside regular hours
- Schedule routine maintenance, service, and inspections of major building systems: elevator, HVAC, fire suppression, building alarm, electronic and maglock doors, sprinkler system, etc.
- Communicate building-related information to tenants and FTC staff

#### **Program/department coordination responsibilities:**

- Coordinate room rental by outside organizations
- Staff and coordinate welcome desk shifts, including involving volunteers

**Supervisory Responsibilities:** this position has no supervisory responsibilities.

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### Additional Duties (not a complete list):

- Perform additional tasks and responsibilities as assigned.

### Qualifications

#### Required:

- Ability to maintain boundaries with the public, using de-escalation techniques to maintain a safe, welcoming environment in the entrance area to the clinic.
- Ability to respond sometimes during off hours with urgent/emergency situations at the building.
- Experience using hand tools and other equipment for minor building tasks and projects.
- Ability to climb 6-foot and taller ladders.
- Willingness to take initiative to problem-solve.
- An understanding of and willingness to learn about modern building systems and equipment.
- Experience working with queer and trans/gender expansive communities, respecting preferred names and gender pronouns.
- Experience with Google and Microsoft Office products and applications.
- Good verbal and written communication skills
- Willingness to work in a support capacity, helping staff who do the work of the organization.
- Ability to handle and coordinate many different tasks.
- Ability to be flexible and work with interruptions.
- Comfortable working independently and as part of a team.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression.

To help ensure the health and safety of our patients, clients, students, and staff, Family Tree requires all employees be fully vaccinated against the COVID-19 virus. All new employees are required to be either fully vaccinated, have received their first dose, and/or have received a booster shot within 2 weeks of hire and finish the vaccine series (2 or 3 doses depending on the vaccine received) on the timeline of the vaccine received. If you have questions about the vaccine policy, please contact our HR department at [dangelucci@familytreeclinic.org](mailto:dangelucci@familytreeclinic.org). Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

**Salary & Benefits:** Starting hourly wage is \$19.50 or higher based on experience and qualifications beyond what is required in the job description. This is a benefits-eligible position, with paid holiday, vacation and sick time; 2% employer matched 401k; medical, dental and vision insurances; and life and long-term disability insurances.

**Hours:** 25 hours per week; some evening/weekend work will be needed.

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**Supervisor:** Senior Director of Finance & HR

**Typical Working Conditions & Physical Requirements:** Use of office equipment requiring full manual dexterity, eye-hand coordination, and alertness. The position spends a considerable amount of time working at a computer with a sit/stand desk. The position requires the ability to lift 50 pounds or more, climb ladders, and bend and crawl. Combination of office and clinic environment. Hazards common to clinical and educational environments including potential exposure to communicable diseases.

**To Apply:** Send cover letter and resume to Deborah Angelucci at [dangelucci@familytreeclinic.org](mailto:dangelucci@familytreeclinic.org). Applications will be accepted until the position is filled.

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