



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Facilities Coordinator	CLASSIFICATION: Full-time
CLOSING DATE: September 25, 2026,	SALARY: \$64,515 - \$78,812

GENERAL DESCRIPTION

Reporting to the Manager of Infrastructure and Technology, the Facilities Coordinator is responsible for coordinating and maintaining office facilities, infrastructure, security, equipment, and related operations across Mnaasged Child and Family Services locations. The position supports the Agency's growth by ensuring safe, functional, and compliant workspaces that meet operational and community needs.

RESPONSIBILITIES

FACILITIES & INFRASTRUCTURE COORDINATION

- Assess current and future office space and infrastructure requirements.
- Coordinate office space acquisition, renovations, maintenance, and facility-related projects.
- Liaise with vendors, contractors, landlords, and service providers.
- Assist with office moves, expansions, and infrastructure improvements.
- Coordinate office furniture, equipment, communication systems, and signage.

BUILDING OPERATIONS & SAFETY

- Coordinate building access, security systems, keys, fobs, alarms, and facility inventories.
- Ensure facilities comply with health and safety standards, building regulations, and agency policies.
- Support emergency preparedness, business continuity planning, and workplace safety initiatives.
- Monitor facility conditions and recommend repairs and improvements.

ADMINISTRATION & REPORTING

- Maintain facility records, contracts, inventories, and related documentation.
- Assist with monitoring facilities budgets and preparing reports and recommendations.
- Develop and maintain procedures related to building operations and asset management.
- Perform other duties as assigned.

QUALIFICATIONS

- Diploma or Degree in Business Administration, Facilities Management, Engineering, or a related field.
- Building operations, maintenance, or information technology training is considered an asset.
- Three (3) to four (4) years of facilities management experience.
- Knowledge of building operations and health and safety legislation.
- Strong organizational, analytical, problem-solving, and communication skills.
- Valid Ontario Class G Driver's License, reliable vehicle, ability to travel.
- Clear Vulnerable Sector Check and credential verification.

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 work related references to hr@mnaasged.com

Only those selected for an interview will be contacted.

Mnaasged Child and Family Services provides accommodation for job applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, please advise hr@mnaasged.com.

