

Job Description

Part Time Environmental Associate

New Life Team: Building Department

Supervisor: Ed Gruber

Environment Setup

1. Work individually or with a team of staff and volunteers in a way that fosters hospitality, service and excellence.
2. Work with event organizers and your team to complete weekday and weekend setups for regularly scheduled and special events at New Life. This includes, but is not limited to, setting up tables, chairs, beverage stations, brewing coffee and so on. You will monitor events to make sure that their organizers have everything they need.
3. Perform general maintenance duties such as the resetting of rooms used for events, trash removal and cleaning of floors, furniture and kitchen items.

Calendar Coordination - All tasks are as required per supervisor.

1. Coordinate event logistics for internal and external events: setup/breakdown and promotions.
2. Coordinate with peers, other departments and event organizers to respond to questions, concerns and to resolve operations issues as required by the supervisor.

Physical Demands:

1. **Standing or Walking:** Ability to work most of your shifts on your feet, standing and walking.
2. **Lifting or Carrying:** Able to lift and carry items up to 50 pounds.
3. **Pushing or Pulling:** Able to push or pull items up to 50 pounds.

Work Schedule:

Work will be on an as-needed basis depending on the schedule of events taking place in the New Life Building, with the majority of work being performed on:

- Friday between 8:00am and 10:00pm
- Saturday between 8:00am and 6:00pm
- Sunday between 7:00am and 4:00pm
- **SUNDAYS ARE MANDATORY WORKDAYS**

There may be times when you are asked to work outside of these hours for special events.

Type of position: Part Time 20 hours per week. Position requires onsite work.

Compensation: \$17.51 per hour

For inquiries, email cover letter and resume to ed.gruber@newlife.nyc.

