



Job Title: Facilities Operations Coordinator
Reports To: Director of Finance and Operations
Job Status: Full Time, Exempt, Union
Starting Salary: \$58,656

About NPHM

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

Position Description

NPHM is seeking an Facilities Operations Coordinator to ensure the smooth coordination of daily operations, facilities, and maintenance activity in our new building in the renovated last remaining building of the Jane Addams Homes.

The Facilities Operations Coordinator plays a key role in supporting the day-to-day operations of the Museum. This position ensures that the Museum's physical environment is clean, safe, well-maintained, and ready for daily public use and special events. The Facilities Operations Coordinator works closely with vendors, Museum staff, and leadership to uphold operational standards and provide facilities support.

The National Public Housing Museum encourages people with lived experience in public housing or a meaningful connection to public housing to apply.

Essential Duties

- Assist with day-to-day operations, addressing issues brought up in internal communications, and addressing all maintenance needs.
- Coordinate and oversee scheduled service and maintenance programs for the Museum, including but not limited to: housekeeping, waste and recycling collection, landscaping and snow removal, pest control, security systems, and mechanical systems.
- Setup and breakdown for internal meetings, special events, and public programs, including assistance with any AV needs.
- Conduct daily walk-throughs of the Museum to proactively identify and address maintenance needs or safety concerns. Assist in enforcing compliance with safety, maintenance, and operational standards, including the proper handling, storage, and disposal of chemicals, supplies, and equipment.



**National
Public Housing
Museum**

- Help with light cleaning tasks as needed, including mopping up spills, taking out the trash, and tidying up after events.
- Maintain clean and organized facility spaces, including utility rooms, storage areas, and workspaces.
- Support Museum leadership in the development and implementation of facilities and operational policies and procedures.
- Work with the Director of Finance and Operations to manage and report on the maintenance and facilities budget.
- Track inventory, order janitorial, maintenance, and office supplies to ensure consistent stock levels.
- Coordinate maintenance schedules, repairs, and upkeep of the building, grounds, and any public art installations.
- Perform general clerical duties.
- Serve as the main point of contact for vendors and contractors performing work or making deliveries at the Museum.
- Maintain facilities database and condition of equipment and furniture throughout the Museum.

Qualifications:

Required

- 3+ years of experience in operations, maintenance, building engineering, or facilities.
- Ability to address day-to-day and long term responsibilities independently.
- Resolve issues and concerns showing flexibility and cooperativeness. Supportive of colleagues in all areas of museum operations.
- Knowledge of OSHA and other environmental regulations.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to quickly develop strong working relationships with contractors and vendors.
- Strong attention to detail and customer service skills.
- Proficient in Google Workspace products.
- Well organized and flexible with the ability to multitask.
- Proactive and able to react to frequently changing priorities.
- Working knowledge of the various trades, HVAC, Electrical, Plumbing, Carpentry
- Ability to lift 30 to 40 lbs.

This is a full-time union position in Chicago, IL with a 40 hour work week that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities.

Position includes a full benefits package, including medical, dental, vision, 401K, and PTO.

We are committed to building an inclusive team and welcome applications from individuals even if they do not meet every single qualification listed. If you're excited about this role and believe you could be a good fit, we encourage you to apply.



We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.

To Apply:

Send your resume to jobs@nphm.org with the subject line "Facilities Operations Coordinator."

We know that resumes don't always tell the whole story and not every great candidate follows a traditional path. If there's something in your experience, background, or interests that you think makes you a strong fit for this role, we encourage you to share it in your email. We value diverse perspectives and would love to hear from you.