



Maintenance Coordinator

Status: Part Time (20 hours/week, Wednesday through Saturday)
Reports to: Facilities Manager
Salary: \$20,000

Overview of Position:

The Maintenance Coordinator is responsible for daily cleaning and maintenance of Marwen’s restrooms, studios, and kitchen, adhering to the latest Covid sanitizing practices. Deep cleaning, exterior maintenance and other support for special events will be required on occasion.

About Marwen:

Marwen educates and inspires young people. We provide year-round, out-of-school visual arts, college planning, and career development programs to students from nearly every neighborhood in Chicago. The tuition-free programs engage nearly 900 6th- 12th graders annually.

The 8-studio facility is in River North at 833 North Orleans. Teaching artists and education staff utilize the tools of creative youth development to facilitate courses in a wide range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media. For more information, visit www.marwen.org.

Core Responsibilities:

- Clean and sanitize Marwen’s 14 bathrooms, kitchen, 8 studios, 2 labs, and office spaces on a daily, weekly and monthly schedule
- Restock basic supplies in kitchen and restrooms
- Adhere to latest Covid protocols, recommend updates and improvements as needed
- Other duties, including exterior/garden maintenance, as needed

Qualifications and Skills:

- Good communication skills
- Understanding of Marwen’s mission
- Independently driven
- Punctual, organized and accurate
- Comfort with physical work, use of step stools, and occasional lifting of up to 30 lbs

Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color. Please send a resume and cover letter to mroman@marwen.org. **The deadline for submissions is October 29.** No phone calls, please.