JOB POSTING

Position: Facilities Coordinator

Reports to: Operations Lead

Posting Date: August 19, 2026
Closing Date: When a suitable candidate is found
Rate of Pay: 50,000K Salary

About Us:
Back Door Mission is a frontline community organization serving individuals experiencing homelessness, poverty, mental health challenges, and addiction in Oshawa and the greater Durham Region. Through our intentional and collaborative service centre, we provide low-barrier, wrap-around support to our community ensuring individuals have access to multiple essential services through a single entry point.

We support a diverse and often marginalized population, including:

- Individuals experiencing homelessness or unstable housing
- People on limited or fixed incomes
- Individuals facing addiction, mental health challenges, or medical barriers
- Those transitioning from institutional settings
- Individuals with low literacy or limited employment opportunities
- Transient workers and those without stable employment
- People from all cultural backgrounds, including Indigenous and LGBTQ+ communities

Our work is rooted in dignity, inclusion and harm reduction. We believe meeting people where they are with intentionality leads to genuine support that ultimately results in long-term stabilization and recovery. Our mission is to enable positive and tangible change in our community, one person, one service, one solution at a time.

Back Door Mission is committed to fostering an inclusive, equitable, and anti-oppressive environment. We welcome applicants from all backgrounds, including those with lived experience and individuals from marginalized communities such as Indigenous peoples, racialized persons, LGBTQ+ individuals,

and people with disabilities.We believe in meeting people where they are—with respect, dignity, and care.

Position Overview:

Back Door Mission is seeking a reliable and experienced individual to oversee the day-to-day facilities, maintenance, and physical environment of the organization. The Facilities Coordinator is responsible for ensuring that the building, grounds, and service areas are safe, clean, functional, and well maintained. The position coordinates routine maintenance, repairs, inspections, contractors, supplies, and facility-related services while responding to urgent maintenance and safety concerns as they arise.

Key Responsibilities:

Cleaning and Sanitation:

- Oversee the cleanliness and sanitation of the service centre and ensure appropriate cleaning standards are maintained
- Ensure washrooms, kitchens, common areas, service areas, and high-traffic spaces are appropriately maintained
- Monitor the availability of cleaning and sanitation supplies
- Ensure appropriate procedures are followed when dealing with bodily fluids, biohazards, sharps, or other potentially hazardous materials
- Coordinate specialized cleaning when required
- Identify recurring sanitation concerns and develop strategies to address them
- Work collaboratively with frontline staff to maintain shared responsibility for the cleanliness and condition of program spaces

Building Operations and Maintenance:

- Conduct regular inspections of the building, service areas, washrooms, common spaces, storage areas, exterior areas, and grounds completing necessary tasks such as garbage and recycling removal
- Identify maintenance concerns, hazards, damage, and deficiencies and take appropriate action
- Complete routine maintenance and minor repairs within the scope of the position
- Coordinate larger repairs and maintenance activities with qualified contractors and service providers under direction of the Executive Director
- Maintain a preventative maintenance schedule for building systems, equipment, fixtures, and other facility assets
- Ensure maintenance issues are addressed promptly and appropriately
- Maintain records of completed maintenance, repairs, inspections, and outstanding issues
- Monitor the condition and functionality of furniture, appliances, fixtures, and program equipment

- Make recommendations regarding repairs, replacement, upgrades, and capital needs.
- Monitor the condition of exterior walkways, entrances, parking areas, and grounds.
- Coordinate snow removal, salting, sanding, landscaping, and other seasonal maintenance services.
- Identify and address exterior hazards such as ice, uneven surfaces, debris, or damaged walkways.
- Ensure entrances and accessible pathways remain usable and safe.
- Coordinate seasonal facility preparation and maintenance.
- Other work related duties as assigned

Qualifications/Skills:

- Previous experience in facilities maintenance, building operations, property maintenance, skilled trades, or a related field.
- Demonstrated ability to perform routine maintenance and minor repairs.
- Strong organizational and time-management skills.
- Ability to identify hazards and prioritize maintenance needs.
- Ability to work independently and manage multiple competing priorities.
- Strong communication and interpersonal skills.
- Ability to work respectfully within a homelessness-serving environment.
- Ability to respond calmly and appropriately to urgent situations.
- Basic computer skills and ability to maintain electronic records.
- Valid driver's licence may be required depending on organizational needs

- *Experience working in a shelter, drop-in centre, supportive housing, community centre, or other high-traffic social service environment is considered an asset*

How to Apply:
Please submit a resume and cover letter to:

Taylor Uden - Executive Director
Email: tuden@backdoormission.ca

More information at: https://www.backdoormission.ca/

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