



Part-time Facilities Coordinator

Location: Main Office, 8210 Yellowhead Trail NW, Edmonton, AB T5B 1G5

Part-time: Monday – Friday, working up to 24 hours per week

Closing date: Wednesday, June 10, 2026 11:59 PM

Habitat for Humanity Edmonton (Habitat Edmonton) is a charity operating in affiliation with Habitat for Humanity Canada and Habitat for Humanity International, whose vision is to see a world where everyone has a safe and decent place to live.

As well:

- Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build homes, communities, and hope.
- Habitat Edmonton is one of over 40 Canadian Habitats affiliated with Habitat for Humanity Canada, who in turn is governed by Habitat for Humanity International.
- In addition to being a registered charity, Habitat Edmonton facilitates home construction, manages a portfolio of affordable homes, empowers volunteers and homeowners, and operates a social enterprise that includes six stores.

POSITION

At Habitat for Humanity Edmonton, every role contributes to something bigger. Through our ReStores, community partnerships, and affordable homeownership program, we help families build strength, stability, and independence through safe and affordable housing.

We are currently seeking a **part time Facilities Coordinator** to support the maintenance, repair, and smooth operation of Habitat Edmonton facilities, equipment, and related assets across the organization. This role is ideal for someone who enjoys hands on problem solving, takes pride in keeping operations running smoothly, and values teamwork, accountability, and service.

DUTIES AND RESPONSIBILITIES

The Facilities Coordinator will:

- Support the maintenance and repair of Habitat Edmonton facilities, parking areas, storage spaces, equipment, and related assets
- Maintain and organize an inventory of tools and equipment required for facility operations
- Coordinate and monitor preventative maintenance schedules for facilities, vehicles, and equipment
- Assist with troubleshooting and coordinating repairs related to HVAC, plumbing, electrical, fire suppression, alarm, and security systems
- Operate vehicles and equipment as required
- Inspect and complete minor repairs to tools and motorized equipment where appropriate
- Assist with new facility setup and operational readiness as Habitat Edmonton expands
- Support vendor and contractor coordination, including service follow up and issue resolution
- Assist with tracking maintenance expenses and supporting annual facilities budget planning
- Ensure facilities related work aligns with Occupational Health & Safety requirements and organizational policies

QUALIFICATIONS AND EXPERIENCE

Technical Qualifications

The ideal candidate will have:

- Minimum 5 years of facilities maintenance and repair experience
- Working knowledge of building systems including HVAC, plumbing, electrical, sprinkler, alarm, and security systems
- Experience coordinating preventative maintenance programs
- Knowledge of Alberta Occupational Health & Safety requirements
- Experience maintaining inventories and tracking facility assets
- Proficiency with Microsoft 365 including Outlook, Word, Excel, and Teams
- Ability to support facilities budgeting, expense tracking, and capital planning

Personal Competencies

We are looking for someone who demonstrates:

- Strong communication and relationship building skills
- Professional judgment and accountability
- Adaptability and initiative
- Attention to detail and analytical thinking
- A calm and professional approach to competing priorities and problem solving
- A customer service mindset with a commitment to responsive support
- The ability to work collaboratively across departments and with external vendors

Working at Habitat Edmonton

At Habitat Edmonton, we value collaboration, integrity, accountability, innovation, and respect. We are committed to fostering a safe, inclusive, and supportive workplace where employees, volunteers, and community members feel welcomed and valued.

The successful candidate will work closely with staff, volunteers, trades, and community members from diverse backgrounds. Patience, professionalism, kindness, and a solutions focused mindset are essential in this role.

Additional Requirements

The successful candidate must be willing and able to:

- Obtain and maintain basic First Aid and WHMIS certification
- Complete required equipment training, including forklift training where applicable
- Safely operate tools, equipment, and vehicles related to the role

Alignment with Habitat for Humanity Edmonton Values

- Respect and the confident pursuit of excellence in everything we do.
- Working as One Habitat, leveraging collective experience towards common goals.
- Builds trust through every action made in integrity and with a compassionate heart.
- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results.
- Serve as each other's biggest challengers and loudest supporters.
- View every decision through the lens of mission and sustainability.
- Embrace change as an opportunity to innovate and improve.
- Cultivate a safe and comfortable environment for all.

WHY JOIN HABITAT EDMONTON?

Working at Habitat Edmonton means being part of a mission driven organization that believes everyone deserves a safe and affordable place to call home. Every day, our teams help build stronger communities while supporting sustainability through our ReStores and social enterprise operations.

If you are looking for meaningful work where your contributions make a real impact, we would love to hear from you.

HOW TO APPLY

Please submit your resume and cover letter to Curtis Kinal, Director Retail Operations & Facilities at ckinal@hfh.org, with the subject line: Facilities Coordinator. In your cover letter or email, please indicate your salary expectation for this position

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.

Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.