



Job Title: Maintenance Staff & Outreach Leader (Full Time)

Department: Maintenance

Location: NYSUM Campus – 31-10 47th St., Long Island City, NY 11103

Reports To: Director of Building & Maintenance

Position Overview

The Maintenance Staff at NYSUM (New York School of Urban Ministry) plays a key role in ensuring the functionality, cleanliness, and efficiency of our facilities to support students, guests, and ministry operations. This is a fulltime position focused on both administrative, hands-on maintenance responsibilities, and leading mission's team on various outreaches.

Key Responsibilities

Administrative & Clerical Support:

- Manage maintenance documentation using Microsoft Word, Excel, Outlook, Adobe Acrobat, and Sling.
- Create and maintain spreadsheets, flyers, lists, calendars, and schedules.
- Coordinate with vendors for inspections, repairs, and billing.
- Ensure compliance with city permits, codes, and inspections.
- Maintain organized filing systems and assist the Director with scheduling and planning.
- Research and obtain quotes for materials, services, and repairs.

Facilities Maintenance & Repairs:

- Perform basic building repairs and general maintenance tasks.
- Assist with janitorial projects, cleaning, and construction work.
- Support vehicle maintenance and operation of ministry vans.
- Load and unload deliveries, manage inventory, and assist construction volunteer teams.
- Respond to emergency maintenance issues when required.
- Serve in other NYSUM ministry areas as needed and assigned.

Outreach Leader:

- Lead and oversee teams in outreach activities including homeless outreach, street preaching, mobile food truck evangelism, prayer walks, food pantry service, and soup kitchen ministry
- Provide clear direction, orientation, and on-site training to team members
- Foster a Christ-centered environment through devotionals, prayer, and encouragement
- Ensure teams understand their roles and actively participate in each outreach opportunity
- Coordinate logistics and communicate effectively with staff and ministry partners
- Model servant leadership and evangelism in all settings

Qualifications & Requirements

- A mature and stable Christian, committed to NYSUM's mission and values.
- Legal U.S. work authorization.
- Valid New York State Driver's License with the ability to drive a 15-passenger van.
- Strong people skills and a heart to serve.
- Self-motivated, energetic, and passionate about ministry and team collaboration.
- Proficiency with Microsoft Office Suite and related clerical skills.
- Basic to intermediate skills in housekeeping, building maintenance, and light construction.
- Ability to multitask and stay organized in a dynamic environment.

Schedule & Work Environment

- Flexible schedule: Monday–Friday or Tuesday–Saturday (varied shifts).
- Option to live on NYSUM campus (if available and approved).
- Active and hands-on role that may involve physical labor and emergency response.

Compensation & Benefits

- Hourly wage based on skills and experience.
- 403(b) Retirement Plan.
- Cost of Living Adjustments (COLA).
- Paid Sick Days & Holidays.
- Paid Vacation days after 1 year Anniversary

Application Process

To apply, please complete an application available at nysum.org

For questions or to schedule an interview, contact:

Director of Building & Maintenance

📍 NYSUM, 31-10 47th St., LIC, NY 11103

☎ (718) 204-6471