



Workforce Site Assistant

Reports to: Climate Action Director

Location: South Stockton, Grant Street Workforce Hub, On-Site

Position type: Part-Time, 15 to 25 hours per week

Salary: \$20 - \$22.19 per hour

Benefits: Comprehensive Benefits are not provided to our part-time employees, but there are life insurance, life planning, brand discounts, and other resources also available through our provider.

WHO WE ARE:

Little Manila Rising (LMR) is a growing organization with roots in the historic preservation of the Little Manila Historic Site. It was the largest population of Filipinos in the world outside of the Philippines from the 1920's to the 1930's, but was destroyed by the building of a crosstown freeway in the 1960's like so many other marginalized communities in America. Over the past 23 years, our efforts to address white supremacy have caused us to grow into other areas such as educational equity, environmental justice / climate action, immigration rights, and health equity for all people in South Stockton.

SUMMARY OF POSITION:

The Workforce Site Assistant plays a central role in keeping the Stockton Rising Workforce Hub running smoothly by supporting daily operations, maintaining an organized and functional facility, and ensuring staff, partners, and participants have a safe, welcoming, and well-equipped environment.

This is a hands-on position that blends administrative support with facilities coordination, inventory management, and light technical work. The ideal candidate enjoys solving problems, staying organized, working with both people and tools, and taking ownership of the physical space.

This role is designed as a growth opportunity. As the Workforce Hub expands, the Workforce Site Assistant will have the opportunity to develop into roles with greater responsibility, including: overseeing organizational assets, fleet and equipment, facility improvement projects, contractor coordination, safety systems, and site operations.

JOB DESCRIPTION:

ESSENTIAL RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- **Office & Hub Support**
 - Serve as a point of contact for visitors, partners, contractors, and program participants
 - Maintain a welcoming, organized office environment
 - Answer Workforce Hub phone, emails, and general inquiries
 - Manage office supplies and place purchase requests
 - Schedule deliveries, service appointments, and facility vendors
 - Assist with meeting preparation, room setup, and cleanup
 - Support filing, document organization, and recordkeeping
 - Assist with community events, trainings, and workshops
 - Prepare classrooms and meeting spaces
 - Coordinate room reservations and logistics
 - Help create an organized, professional experience for partners and visitors
 - Support multiple workforce programs operating from the Hub
 - Assist staff with administrative projects as needed
- **Facility & Site Space Operations**
 - Conduct routine walkthroughs of the facility to identify maintenance needs
 - Coordinate repairs with vendors and contractors
 - Perform minor repairs and basic facility maintenance when appropriate
 - Assist with furniture assembly, installations, and workspace improvements
 - Help maintain cleanliness and organization throughout the facility
 - Support event setup and breakdown
 - Monitor building systems and report issues promptly
- **Asset & Inventory Management**
 - Maintain inventories of equipment, tools, technology, furniture, and supplies
 - Track organizational assets using inventory software or spreadsheets
 - Organize storage areas, workshop spaces, and supply rooms
 - Receive, inspect, and organize deliveries
 - Assist with equipment checkout and return processes
 - Recommend replacement or repair of damaged equipment
- **Shop & Technical Support**
 - Assist with organization and management of workshop tools and equipment
 - Support basic construction and facility improvement projects
 - Safely operate common hand and power tools
 - Assist with preventative maintenance schedules
 - Maintain safe storage practices for equipment and materials
 - Support vehicle and trailer organization if applicable
- **Safety & Compliance**
 - Help maintain OSHA-compliant workspaces

- Conduct routine safety inspections
- Monitor emergency supplies and first aid kits
- Assist with emergency preparedness planning
- Ensure facility signage and safety information remain current

QUALIFICATIONS:

- High school diploma or equivalent
- Two years of experience in office administration, facilities support, operations, maintenance, or a related field
- Strong organizational skills and attention to detail
- Excellent communication and customer service skills
- Ability to manage multiple priorities independently
- Basic computer proficiency (Microsoft Office or Google Workspace)
- Ability to lift up to 50 pounds
- Valid California driver's license

Ideal candidates will have:

- Experience managing inventories or organizational assets
- Experience working in community organizations, nonprofits, construction, facilities, or operations
- Familiarity with basic building maintenance
- Experience using hand and power tools safely
- CPR/First Aid certification (or willingness to obtain)
- OSHA 10 certification (or willingness to obtain)
- Schedule flexibility to work evenings and weekends as required

Physical Requirements:

This position regularly requires:

- Standing, walking, bending, climbing ladders, and lifting equipment
- Moving furniture and supplies
- Working both indoors and outdoors
- Using hand tools and basic power tools
- Operating carts, dollies, and other equipment safely

To apply, please send a resume and cover letter to Jasmine Peterson, jasmine@littlemanila.org and CC HR@littlemanila.org

Equal Opportunity Organization: Little Manila Rising is committed to cultivating an environment that is conducive to healing, free from harassment and any form of discrimination. In the recruitment, hiring,

and promotion of our people, we are proud to uphold the status as an equal employment opportunity employer that does not tolerate discrimination on the basis of race, gender identity or expression, citizenship, religion, medical conditions, sexual orientation, age, and protected characteristics. We stand in solidarity with individuals identifying with communities often pushed to the margins.