

**Old North Foundation and Old North Church
Job Description: Facilities Assistant**

The Organization

The enduring fame of Old North Church began on the evening of April 18, 1775, when church sexton Robert Newman and Vestryman Capt. John Pulling, Jr. climbed the steeple and held high two lanterns as a signal from Paul Revere that the British were marching to Lexington and Concord by sea across the Charles River and not by land. This fateful event ignited the American Revolution. Old North Church is Boston's oldest surviving church building and welcomes 150,000 visitors each year as one of the Freedom Trail's most visited historical sites.

The Old North Foundation (ONF) promotes the values of freedom, liberty, and civic engagement through the interpretation and preservation of the Old North Church, an enduring symbol of American independence. The Foundation serves a wide audience by creating meaningful experiences through educational outreach, site-specific programming, and historical analysis. The Old North Foundation of Boston, Inc. was established in 1991 as a 501(c)(3) non-profit organization independent of Christ Church in the City of Boston (the Episcopal congregation of Old North Church). The Sexton position supports both organizations.

Job Description

The Old North Church and Historic Site is looking for a part-time assistant to join our facilities team. This position would be 20 hours per week; a flexible schedule is available. Responsibilities will include general cleaning and light maintenance.

Requirements:

- Basic cleaning responsibilities require no previous experience.
- Must be able to take direction, work with minimal supervision, and function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – backpack style.
- Requires attention to detail, a pride in delivering excellent service, organization, and high energy and endurance levels.

Responsibilities may include but are not limited to the following

Daily interior cleaning of the building, including emptying waste receptacles, debris and trash removal, vacuuming floors and carpets, dusting and cleaning, cleaning restrooms, washing walls, polishing, mopping floors, cleaning up spills, cleaning windows, etc.

May be required to perform exterior building and premises cleaning and essential maintenance.

May be asked to assist with minor maintenance and repair work, including painting, replacing light bulbs, and fixtures (interior and exterior), moving furniture and equipment, yardwork, and related upkeep and repairs.

Skills and Qualifications

- Ability to work well on a team, be flexible, and resourceful
- Appreciation for the church's religious and historic significance
- Ability to work on your feet for several hours at a time, climb several flights of stairs, navigate small spaces, be comfortable on tall ladders, and lift/carry up to 75 pounds
- Proof of full vaccination required
- The position requires a complete background check (both CORI and SORI)

To apply:

Please apply for this position by emailing a summary of your qualifications to jobs@oldnorth.com

The Old North Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.