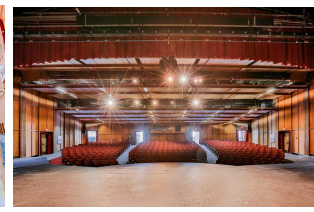
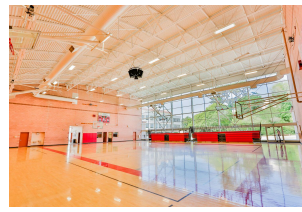


Life changing. World changing.



Chinese American International School seeks a

## Facilities Intern

*This is an English language position; NO Chinese language proficiency required.*  
**Non-exempt, part-time position**

### OPPORTUNITY

Join the vibrant community at the Chinese American International School's new Forever Home campus on 19th Avenue as a Facilities Intern. This is an entry level, part-time, temporary facilities position. We are looking for someone with strong computer and organizational skills to support the facilities team during the summer. (beginning in June, ending in August). We encourage high-school and college students to apply. Work schedule anticipated to be 4-8 hours a day, 3-5 days a week (depending on work volume). Learn more about CAIS at [cais.org](http://cais.org).

### SPECIFIC DUTIES (not limited to)

- Facilities tasks including, but not limited to, assisting with cleaning and maintenance projects
- Facilities projects including moving projects, assisting with furniture and equipment installation
- Helping with equipment inventory
- Other general facilities related projects as assigned

### QUALIFICATIONS

- Able to follow instructions
- Able to lift 50 pounds, able to use and stand on ladders, able to use hand carts
- Willingness to learn
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI (if over age 18)
- Bilingual: English/Mandarin preferred, but not required

### COMPENSATION & LOCATIONS

Compensation for this position is: \$18.67 per hour. Some duties will be performed at the Hayes Valley campuses that we are departing and some will occur at our new campus at 3250 19th Avenue, San Francisco.

### TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply. If you fit the above qualifications, please email your resume and cover letter to [it\\_jobs@cais.org](mailto:it_jobs@cais.org). In the subject line please indicate: "Facilities Intern" We are looking to move quickly to fill this position. Please no calls.