



Job Description: Handy Person (Part-Time, On-Call)

Location: Greenfield & Orange, MA (3 Office Locations)

Hours: 10-15 hours/month (Flexible Schedule, On-Call)

Pay: \$35-\$45/hour (Based on Experience)

We are looking for a reliable and skilled **Handy Person** to handle various small maintenance and repair tasks across our three office locations—**two in Greenfield and one in Orange**. This is an on-call position with flexible hours, averaging **10-15 hours per month**.

Responsibilities:

- Perform general maintenance and minor repairs (e.g., patching walls, fixing doors, replacing fixtures, etc.)
- Basic carpentry, painting, plumbing, and electrical work as needed
- Assemble or move office furniture and equipment
- Seasonal upkeep (e.g., changing air filters, light landscaping)
- Ensure all work is done safely and efficiently

Requirements:

- Must have prior experience in general maintenance/handyman work
- Must have **own tools** and reliable transportation
- Ability to work independently and complete tasks in a timely manner
- Must pass a **CORI background check**

Perks:

- Flexible schedule – work when it fits your availability
- Competitive pay based on experience (\$35-\$45/hour)
- Varied and interesting tasks – no two days are the same!

If you're a dependable, skilled professional looking for **flexible, part-time work**, we'd love to hear from you!

How to Apply:

Please email your resume and a brief summary of your experience to zoe@nelcwit.org or call 413-772-0871 ext 101 for more details.