



Property Maintenance AmeriCorps Member

Service Dates: February 15th, 2027 to August 15, 2027 (Half Term, 900 hours)

Location: Sabin CDC, 4937 NE 20th Ave, Portland, OR 97211

Direct Supervisor: Maintenance Manager

Organization

Sabin CDC is a nonprofit organization that was founded in 1992. Sabin is dedicated to promoting social equity by enhancing the livability of culturally diverse neighborhoods in Portland. We strive to ensure long-term affordable rental and homeownership housing options. Our efforts primarily focus on supporting African American and Afro-Indigenous households adversely affected by gentrification, systemic oppression, and inequalities.

Program Overview

The Property Maintenance Training Program is a hands-on workforce development opportunity designed for individuals interested in launching a career in property maintenance, facilities operations, or building systems. Participants will receive practical experience alongside Sabin CDC's Maintenance Team while developing the technical, organizational, and customer service skills needed to maintain affordable housing communities.

Throughout the program, trainees will work on real maintenance projects, learn industry best practices, and gain exposure to preventative maintenance, energy systems, landscaping, work order management, and resident services. Participants will also help develop maintenance procedures and documentation that support future staff and trainees.

Key Responsibilities

Participants will receive supervised instruction and practical experience in the following areas:

Work Order & Asset Management (25%)

- Learn to use the MaintainX work order management system.
- Document maintenance activities and building assets.
- Conduct resident outreach and property walkthroughs.
- Develop skills in maintenance documentation and preventative maintenance planning.

Property Maintenance & Repairs (25%)

- Assist experienced maintenance staff in completing work orders.
- Learn basic residential repair techniques and maintenance procedures.
- Gain experience troubleshooting common building maintenance issues.
- Practice safe use of maintenance tools and equipment.

Exterior Property Care (10%)

- Learn landscape and exterior maintenance techniques.

- Support seasonal grounds maintenance and property improvements.
- Develop an understanding of sustainable landscape management.

Energy Systems Maintenance (25%)

- Work alongside the Sustainability and Energy Management team.
- Learn preventative maintenance for energy-efficient building systems.
- Gain exposure to weatherization, energy conservation, and building performance practices.

Community Sustainability Projects (5%)

- Participate in programs such as Pass-It-On Days and Furnish-A-Change.
- Learn how maintenance programs contribute to community sustainability and resident well-being.

Team Collaboration (10%)

- Work as part of a professional maintenance team.
- Practice communication, problem-solving, and customer service skills.
- Learn how maintenance departments coordinate daily operations across multiple housing communities.

Professional Development

In addition to technical training, participants will receive opportunities to develop transferable workplace skills including:

- Professional communication
- Time management and organization
- Team collaboration
- Resident-centered customer service
- Workplace safety
- Equity and culturally responsive practices
- Documentation and record-keeping

Participants will also engage in Lunch & Learns, networking opportunities, mentorship, and trainings with community partners.

Requirements

This program is designed for individuals who:

- Are interested in exploring careers in property maintenance, facilities management, or skilled trades.
- Enjoy hands-on learning and working both indoors and outdoors.
- Are dependable, professional, and eager to learn.
- Value working with people from diverse backgrounds.
- Can lift up to 30 pounds and perform physical tasks.
- Must be 17+, a U.S. citizen or legal resident, have a high school diploma/GED (or working toward one), and pass a background check

Eligibility Requirements

Participants must:

- Be at least 17 years old.
- Be a U.S. citizen, U.S. national, or legal permanent resident.
- Have a high school diploma/GED or be working toward one.
- Successfully complete a required background check.

Member Benefits

Participants will receive:

- AmeriCorps benefits, including a living allowance, education award, loan forbearance (if eligible), health care, and childcare assistance.
 - \$10,200 living allowance (before taxes)
 - \$3,697.50 education award (for student loans or future education)
 - Loan forbearance, health care, child care reimbursement
 - Eligible for SNAP (food assistance)
- Hands-on maintenance and facilities training.
- One-on-one mentorship from experienced maintenance professionals.
- Experience with industry-standard maintenance software.
- Exposure to energy efficiency and sustainable building practices.
- Professional networking opportunities.
- Career exploration and workforce development support.
- Participation in community service and leadership activities.

Interested in Applying? [Complete your application with this google form](#) or go to www.sabincdc.us and apply there!