



### **Job Opening: Security Officer with Basic Maintenance Skills**

**Location:** 1518 Girard Blvd NE, Albuquerque, NM 87106.

**Hours:** Tuesdays – Thursdays 10 am to 4 pm, Fridays 10 am to 2 pm.

**TenderLove Community Center** is seeking a **dependable and experienced Security Officer** to maintain a safe and secure environment for our clients, staff, and visitors.

The ideal candidate will also have basic handyman or maintenance experience to support minor facility upkeep as needed.

### **Key Responsibilities:**

- Monitor and patrol the premises regularly to prevent and respond to any security issues
- Respond promptly to alarms, incidents, or emergencies
- Document daily activities, security incidents, and maintenance tasks
- Conduct access control and ensure compliance with safety procedures
- Assist with basic handyman tasks such as light repairs, minor installations, and general upkeep
- Communicate effectively with staff and visitors in a respectful and professional manner

### **Qualifications:**

- **Minimum of one year of experience** as a Security Officer
- Familiarity with basic maintenance or handyman tasks
- Strong observational, communication, and problem-solving skills
- Ability to remain calm and act appropriately in stressful situations
- Physically able to stand, walk, and perform light maintenance work
- *Must pass a background check*
- High school diploma or equivalent preferred

We welcome applicants who are committed to creating a secure, respectful, and supportive environment for all.

TenderLove Community Center is an equal opportunity employer and does not discriminate based on race, gender, age, religion, disability, or national origin.

**To apply:** Please send your resume and documentation of relevant experience to [Admin@tenderlovecommunitycenter.org](mailto:Admin@tenderlovecommunitycenter.org)

**NOTE:** No Phone Calls Please!