

## COMMONWEAL

### **Commonweal Site Assistant**

#### **General Information**

Title: Site Assistant, Commonweal  
Organization: Commonweal – A health and environment research nonprofit  
Main Job Location: Commonweal, Bolinas, California  
Compensation: \$30.00 – 32.00/hour, depending on experience  
FTE: 20% (average 8 hours per week)  
FLSA Status: Non-exempt  
Categorization: Regular, Hourly  
Supervisor: Site Manager, Jacob Scheidler  
Preparation Date: June 1, 2026

#### **Position Summary:**

The Site Assistant supports the day-to-day maintenance, operations, and readiness of Commonweal's campus and grounds. Working closely with the Site Manager, this position helps ensure that Commonweal's facilities, outdoor spaces, events, retreats, and programs are well supported and maintained. The Site Assistant performs a variety of hands-on duties including groundskeeping, event setup and breakdown, light maintenance and repairs, supply management, and general site support. The position also provides operational coverage during periods when the Site Manager is unavailable, helping to maintain continuity of essential site functions.

#### **Key Responsibilities:**

##### **Site Operations Support**

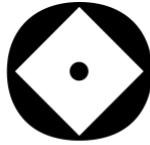
- Assist with the daily maintenance and operation of Commonweal's grounds, facilities, and outdoor spaces.
- Help ensure buildings, pathways, common areas, and outdoor gathering spaces are clean, safe, and welcoming.
- Support routine inspections and identify maintenance needs.

##### **Event, Program, and Retreat Support**

- Assist with the setup and breakdown of events, meetings, retreats, and program activities.
- Arrange furniture, equipment, signage, and supplies according to event requirements.
- Support site readiness before and after events and retreats.

##### **Maintenance and Repairs**

- Perform basic repairs and preventative maintenance on facilities, furnishings, and equipment.
- Assist with painting, cleaning, minor carpentry, and general upkeep projects.
- Support contractors and vendors performing work on site as needed.



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### **Site Coverage and Operational Continuity**

- Provide support and operational coverage during Site Manager absences, vacations, and scheduled time off.
- Respond to routine site needs and communicate emerging issues to appropriate staff.
- Help coordinate site logistics to ensure smooth day-to-day operations

### **Qualifications**

- High school diploma or equivalent.
- At least one year of experience in facilities support, groundskeeping, maintenance, landscaping, construction, event support, or a related field.
- Ability to safely operate common landscaping tools and maintenance equipment.
- Valid California driver's license preferred.
- Experience working independently and managing multiple priorities.

### **Skills**

- Strong attention to detail and commitment to maintaining a safe, attractive environment.
- Basic knowledge of maintenance, repair, and groundskeeping practices.
- Ability to identify and troubleshoot routine operational issues.
- Strong organizational and time-management skills.
- Dependable, flexible, and responsive to changing priorities.
- Ability to communicate effectively with staff, contractors, volunteers, and guests.
- Commitment to providing excellent support to Commonweal programs and visitors.

### **Flexibility**

Commonweal functions best when all staff work toward the common mission. This job description is not intended to cover or contain an all-encompassing listing of activities, duties, or responsibilities that may be required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice based on Commonweal's and your team's needs.

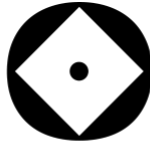
### **Physical Requirements**

This position requires the ability to stand, walk, bend, stoop, kneel, reach, climb ladders, and perform repetitive physical tasks throughout the workday. The employee must regularly lift, carry, push, and pull materials weighing up to 50 pounds and work outdoors in varying weather conditions.

### **Work Environment**

The Commonweal campus is located on approximately 50 acres of National Park Service land in coastal West Marin. The setting includes historic buildings, gardens, trails, and retreat facilities overlooking the Pacific Ocean. Work is performed both indoors and outdoors and may involve exposure to coastal weather conditions, including fog, wind, rain, and cool temperatures.

The role offers the opportunity to contribute directly to a mission-driven organization dedicated to healing, resilience, environmental stewardship, and community.



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**Benefits** (depends on regularly scheduled number of hours per week)

**Available to all staff:**

- **Sick & Self-Funded 403(b) Retirement Plan**

**Available to regular staff (not Temporary or Limited Term):**

- **Holidays & Vacation**

Available to regular staff (not Temporary or Limited Term) at 50% FTE:

- Employer-Funded 403(b) Retirement Plan starts Jan 1 or Jul 1 after working 1,000 hours in 12 months

Available to regular staff (not Temporary or Limited Term) at 75% FTE:

- Health, Dental, Vision, Life, & Long-Term Disability Insurance (Employer contribution up to \$1,648.75 per month / \$19,785 annually for 2026)
- Flexible Spending Plan

**Commonweal is an Equal Opportunity Employer.** We are committed to fostering a respectful, welcoming, and inclusive workplace where individuals of all backgrounds can thrive. We believe that diverse perspectives strengthen our work and encourage applications from candidates of all races, ethnicities, genders, abilities, and backgrounds, especially those whose voices have historically been underrepresented.