



FACILITIES ASSISTANT POSITION DESCRIPTION

Reports to: Senior Facilities Manager
Hours: 10/week
Work Location: Duvall, WA

POSITION SUMMARY:

The successful candidate will be personable and friendly, organized, and adaptable. This position will be supporting overall operations at Acres, with the goal that residents experience a well-maintained, warm, and inviting home. The scope of the job will include donations, resident moves, managing the house inventory and supplies, maintenance, and renovation projects. This position requires initiative, problem solving, and attention to detail.

DUTIES & RESPONSIBILITIES:

- Facilitate maintenance projects, including:
 - Maintaining a list of maintenance issues
 - Assisting in monitoring vendors
 - Leveraging volunteers as needed
- Support home and apartment moves as requested by supervisor, including assisting in the removal of furniture and appliances.
- Regularly clean office areas and keep an accurate record of each cleaning.
- Ensure that the household and program supply storage areas, shed, and the food pantry are kept clean, well-organized, and stocked as requested by supervisor.
- Manage the flow of in-kind donations through Acres, including the Diamond Dollar store, overseeing and utilizing volunteers to accomplish this task.
- Support the office by welcoming visitors, moving donations, and thanking donors.
- Answer questions about Acres of Diamonds, with the goal of building relationships with community members.
- Attend and participate in meetings as requested by supervisor.
- Maintain strict resident and donor confidentiality, objectivity and professional boundaries.
- Perform other duties as assigned by supervisor.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Demonstrate creative thinking, attention to detail, and the ability to problem solve when quick responses are needed.

- Exhibit excellent interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Ability to occasionally drive self to off-site meetings.
- Ability to lift up to 50 pounds.

BACKGROUND:

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.