

Facilities Manager - Volunteer

- Job Description -

**Are you handy with facility repairs and maintenance, tools, and machinery?
Interested in volunteering some time each week to help the extreme poor? Read on...**

Employer: Bright Hope is a Christian relief and development agency dedicated to bringing Hope to those who earn less than \$1.00 a day. We seek to provide for the physical, economic, and spiritual needs of the Extreme Poor through holistic partnerships with indigenous churches in some of the poorest countries around the world.

Position Description: The Facilities Manager is responsible for the general activities and maintenance of the facility and grounds to ensure building cleanliness, appearance, functionality, and safety are maintained. The position coordinates work activities with other departments and building tenants to ensure cross-functional cooperation. All activities will support the strategic direction of the organization.

Status: This is an unpaid position. We are looking for someone with facility and maintenance experience to volunteer a minimum of 8 hours per week (2- 4 hours per day; 2-5 days per week). This position reports to the Director of Finance and Systems.

Position Responsibilities:

- Facility Maintenance and Repairs
 - Contact Person for Needed Maintenance / Repairs
 - Complete Minor Repairs
 - Coordinate vendors for Larger Repairs
 - Maintain a Facility Scheduled Maintenance Log / Expense Tracker
- Building Inspections
 - Maintain Inspection Logs
 - Coordinate Inspections
 - Coordinate Compliance Repairs
- Tenant Facility Issues
 - Complete Requests In A Timely Manner
- Facility Appearance
 - Maintain Appearance of Facility
 - Coordinate with the Bright Hope President for Large Projects
- Grounds Appearance and Maintenance
 - Maintain Appearance of Grounds
 - Complete Basic Grounds Maintenance with Volunteer Support
 - Maintain Lawn with Volunteer Assistance
 - Coordinate with Vendors When Needed
 - Maintain a Grounds Scheduled Maintenance Log / Expense Tracker
- Volunteer Coordination
 - Coordinate Volunteer Teams to assist with duties as needed
 - Set Up Facility for volunteer and other special events
- Special Projects
 - Logistical Support of Special Projects

- Other Bright Hope Tasks as Requested

Skills & Experience:

- Prior work experience in facilities and maintenance arena
- Organized to complete multiple tasks in a professional manner
- Self motivated to complete tasks with minimal oversight
- Professional management and negotiating skills
- Ability to coordinate others serving as volunteers
- Mechanical aptitude to complete maintenance and minor repairs
- Ability to operate warehouse machinery
- Basic skills with Microsoft Word and Excel
- Desire to affirm Bright Hope's Belief Statement and model the Christian faith.
(See http://www.BrightHope.org/why_brighthope/mission.php)

Interested parties should submit their resume and a cover letter via:

- email to Bright Hope Human Resources – human.resources@BrightHope.org OR
- fax to Bright Hope Human Resources (847-519-0024)