

JOB POSTING
Full Time Facilities Manager

Position Reports to: Executive Director

Ministry with Community (MwC), a Kalamazoo non-profit with a mission is to empower people to make positive life changes, is seeking a skilled Facilities Manager to join their team! The Facilities Manager at MwC ensures effective and efficient operation of all mechanical and physical property at their facility including, but not limited to, management of custodial staff, scheduled maintenance, coordinating with outside contractors, performing basic repairs and preventive maintenance and department budget. This is a great position for an individual who has a heart to serve their community and enjoys both hands on and in office task.

Essential Functions:

- Ability to work with a diverse population
- Ability to service basic kitchen, laundry, and bath equipment; understanding of basic carpentry, mechanical and electrical systems
- Ensures an environment of dignity and respect for all individuals
- Ability to work effectively and efficiently, with minimal supervision
- Attention to detail and ability to learn new equipment
- Strong communication and problem solving skills
- Ability to follow a set schedule while remaining open to quickly changing tasks as needed

Desirable Characteristics:

- Excellent people skills: approachable, good listener, relates well to all people
- Ability to work in a fast-paced environment, adapt to change, flexibility
- Excellent conflict management and interpersonal skills

Qualifications:

- 18 years of age or older
- Ability to lift a minimum of 50 pounds
- Ability to be on one's feet for extended periods of time
- Ability to repetitively bend, twist, kneel and/or squat
- Reliable transportation
- Ability to climb ladders and work safely on a flat roof
- Ability to work outside in inclement weather (snow shoveling, grounds clean-up, drain clean-up)
- Ability and willingness to use custodial equipment
- Ability to use Microsoft Outlook, Word and Excel
- Ability to create and maintain department budget

Hours: M-F 8:00 am-4:30 pm; hours may vary; facility is open 6:30 am-5:30 pm, 7days/week

Wage: \$33,000-\$40,000 / year, commensurate with experience, plus benefits

This position requires mandatory drug screening and a background check.

To Apply: Please submit your resumé and letter of interest to:

Volunteer and Operations Coordinator, 500 N Edwards Kalamazoo, MI 49007

or email operations@ministrywithcommunity.org

Deadline: October 5, 2018

NO PHONE CALLS PLEASE

M/F/D/V