

Facilities Manager

4 - 15 hours/week (flexible hours)

\$20/hour

The Facilities Manager is responsible for the maintenance and upkeep of four Reality Ministries properties:

- Assess short-term and longer term needs at all four properties, and create a plan for maintenance/improvement of Reality facilities
- Discern what work can be done in-house vs. hiring labor (manage projects)
- Create an on-going monthly/yearly schedule for up-keep projects (gutters, painting, new flooring, pest control, filters, alarms, lightbulbs, etc)
- Manage a spreadsheet where staff list needs in/around the building as they arise
- On call for immediate maintenance issues
- Lead volunteers (work groups and individuals) on specific maintenance projects
- Manage landscaping schedule
- Set up lighting, etc for special events

Send a letter of interest to Julie DeConto at julie@realityministries.org

Start Date: ASAP