



## Facilities Manager

Hours: 40 hours per week

FLSA Status: Non-Exempt

### Job Summary

For 35 years New Horizons has been dedicated to helping homeless youth on their journey toward a more sustainable future. We are inspired by Jesus' work among the poor, the outcast and the disenfranchised. We believe in hope.

We are looking for a Facilities Manager excited by the challenge of partnering with a small crew of homeless youth to keep our 12,000 S.F. Belltown building clean and in good repair. The role requires initiative, energy, organization, and a tremendous ability to encourage, coach and support our youth.

### Primary Responsibilities

- . Building maintenance and minor repairs
- . Scheduled and routine cleaning
- . Maintain and coordinate service and maintenance contracts
- . Coordinate and oversee work groups and volunteers
- . Schedule maintenance and repair of agency vehicles
- . Assist in emergency and security planning
- . Order and stock cleaning supplies
- . Supervise and mentor apprentices in completing regular cleaning and maintenance
- . Other duties as assigned

### Knowledge, Skills & Abilities

- . Enthusiasm for New Horizons' mission to partner with homeless youth
- . Two or more years of prior work experience in facilities maintenance
- . Prior experience working with homeless or high risk youth strongly preferred
- . Prior supervisory experience preferred. Team-oriented.
- . Commitment to furthering New Horizons' values of hope, humility, grace, community, and love.
- . Able to diagnose problems and make minor repairs in plumbing, wiring and appliances
- . Available for a regular weekday shift starting by 7:30 AM Monday through Thursday with flexible hours on Fridays.

Salary: \$17 to \$20 per hour plus generous benefits

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Apply at [nhmin.org/careers](https://nhmin.org/careers)

