



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence*

## **JOB ANNOUNCEMENT**

### **HOME SAFE PROGRAM FACILITIES COORDINATOR**

**Survivors of domestic violence and people of color encouraged to apply**

- RESPONSIBILITIES:** Coordinates the maintenance, cleaning and stocking of a 17 unit short term housing facility for multi-cultural domestic violence survivors and their children. Collaborates with Advocates to provide a safe, welcoming environment for survivors on their journey to freedom.
- REPORTS TO:** Home Safe Assistant Program Manager
- HOURS:** 36 hours per week, Monday through Friday
- COMPENSATION:** \$20.00 per hour, medical, dental, life and vision benefits; retirement contribution; paid time off and monthly paid training; training allowance. This is a non-exempt position.

#### **MAJOR DUTIES**

- Prepares apartments for occupancy, including basic maintenance, minor electrical and general plumbing repairs, cleaning, and stocking supplies.
- Coordinates grounds maintenance.
- Maintains offices and all common areas in a clean, safe and well-kept condition.
- Coordinates contracted repairs, cleaning services, hauling, grounds maintenance and deliveries.
- Purchases supplies needed for maintenance, apartments, and common areas, including placement of Costco orders.
- Maintains security and fire safety systems.
- Manages petty cash account used for facilities maintenance.
- In consultation with the Assistant Program Manager, maintains an updated Capital Needs Assessment schedule, using it as the basis for developing annual plans for appliance and equipment replacements and facility renovations.
- Maintains accurate records of all repairs, replacements and renovations related to the facility.
- Cultivates relationships with vendors and contractors used by the program as a means of broadening community support for New Beginnings' mission.
- Coordinates individual and group volunteer projects related to facility and grounds maintenance.

#### **OTHER**

- Attends all team meetings, staff meetings, planning days and agency trainings.
- Performs other duties as assigned by the Home Safe Program Assistant or Program Manager.

#### **QUALIFICATIONS**

- The desire and ability to work respectfully and calmly around diverse domestic violence survivors and children in crisis.
- Prior experience in maintenance or property management; experience in a nonprofit setting a plus. Experience with home maintenance and a willingness to learn additional skills will be considered.
- Flexibility, ability to effectively juggle multiple tasks and problem solve.
- Strong organizational skills, attention to detail, and ability to handle records, money and receipts effectively.
- Ability to maintain strict participant confidentiality.
- Ability to work both independently and as a team member.
- Ability to lift up to 45 pounds.
- Ability to climb stairs numerous times per day.
- Valid WA state driver's license; a good driving record.

- Proficient with Microsoft Office applications.
- Self-motivated, hard-working.
- Experience in multi-cultural settings a plus.
- Some understanding of domestic violence helpful.

**Resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled.**

**This position is in North Seattle**

**Additional agency information at [www.newbegin.org](http://www.newbegin.org).**

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