



## **In-Kind & Facilities Assistant**

***Part-time, Non-exempt***

### **Schedule**

- Part-time, flexible schedule
- 30 hours/week
- Must be available 4 days/week during normal business hours

### **Summary**

Door of Hope is a faith-based nonprofit that equips families experiencing homelessness to rebuild their lives through services such as temporary housing, case management, counseling, and after-school programs for children.

The In-Kind & Facilities Assistant (IKFA) supports this mission by helping to coordinate in-kind donations as well as assisting in maintenance and repairs of Door of Hope facilities.

The IKFA must have an interest in facility upkeep and repair. General knowledge of plumbing, electrical, carpentry and preventative maintenance is very beneficial, but Door of Hope is willing to train the right individual. This individual should be patient, independent, hard-working, and have the ability to think quickly during times of high stress, yet maintain steadfast in a mindset that reflects DOH's core values.

At times, the job of the IKFA is not glamorous, but be assured that you are providing an extremely valuable service to those in need. Often this work occurs behind the scenes but the impact of this position is immense.

### **Responsibilities**

- Assist in tracking, organizing, and dispersing donations received by Door of Hope
- Coordinate pick-up or drop-off of donations at DoH facilities or at ACT's thrift store
- For larger and heavier pickups, act as the liaison and assist in retrieving donations
- Deliver donations to graduates
- Perform maintenance/repairs as needed under the direction of the In-Kind & Facilities Manager
- Communicate with appropriate staff on supplying their needs

### **Qualifications**

- Current driver's license with good driving record and auto insurance
- Must be in good physical condition and able to lift extremely heavy items
- Facility maintenance experience and/or knowledge of construction is a plus
- Strong relational and communication skills
- Ability to work independently and as a part of a team

*DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*