



In-Kind & Facilities Assistant

Full-time, Non-exempt

Door of Hope is a Christian, faith-based nonprofit that equips families facing homelessness to rebuild their lives. The In-Kind & Facilities Assistant (IKFA) supports this mission by coordinating in-kind donations and assisting in facilities maintenance and repairs.

The IKFA must have an interest in facility upkeep and repair. A solid foundation of general facilities maintenance is a must, but Door of Hope can offer more training in specific plumbing, electrical, carpentry and preventative maintenance. This individual should be patient, independent, hard-working, and have the ability to think quickly during times of high stress. At times, the job of the IKFA is not glamorous and behind-the-scenes, but be assured that you are providing an extremely valuable service and the impact of this position is immense.

Schedule

- Full-time, 30 hours/week
- Flexible working schedule to accommodate 3-5 Saturdays per year for special projects and events
- Must be available during normal business hours

Responsibilities

- Perform maintenance/repairs as needed under the direction of the In-Kind & Facilities Manager
- Identify and correct maintenance, safety, and security issues
- Assist in tracking, organizing, and dispersing donations received by Door of Hope
- Coordinate pick-up or drop-off of donations at DoH facilities
- Assist graduates in moving into their new homes
- Communicate with appropriate staff on supplying their needs
- Perform any other task necessary to support the mission of Door of Hope

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

Character (Do you embody Door of Hope's four core values?)

- **Christ-centered**, expressed through:
 - **Faith:** We have an active and personal relationship with Jesus Christ.
 - **Calling:** Out of a sense of calling, we go above and beyond to meet our mission.
 - **Character:** We demonstrate the character of Christ toward colleagues and families.
- **Empowering**, expressed through:
 - **Trust:** We trust one another, believe in one another, and give each other the freedom to take risks. (Mistakes are learning opportunities.)
 - **Accountability:** We nurture God-given strengths through coaching and accountability.
- **Holistic**, expressed through:
 - **Whole Person:** Our emotional, spiritual and personal well-being matter to one another.
 - **Whole Organization:** We are on one team with one mission. (We don't do silos.)
- **Relationship**, expressed through:
 - **Family:** We love, celebrate, and pray with one another.
 - **Reconciliation:** We manage conflict, practice vulnerability, and pursue diversity with honesty and grace.

To apply, send your resume to jobs@doorofhope.us. In your email, please explain 1) your understanding of Door of Hope's mission and faith-based nature and 2) why you are the perfect fit for this opening.