



Job Announcement: Facilities Manager

The Sophia Way's Mission

To help end homelessness for adult women in East King County by providing shelter, case management, life skills training, social services and supportive permanent housing, offering a path from homelessness to stable independent living.

Who we are

The Sophia Way is a 501c3 nonprofit organization with a mission to end homelessness for adult women on the Eastside. We are a group of passionate, dedicated, and smart women with a common vision of an Eastside where every woman has a place to call home. We value diversity, equity, teamwork, and investment in our staff. We help and support each other, as well as the women we serve. We are a team.

The Position

The Facilities Manager provides management of two facilities that are the sites of three programs: Holly House Transitional Housing, Sophia's Place Day Center, and Sophia's Place Night Shelter Program. A working partnership with the Day Center Manager is necessary to ensure that Shelter and Day Center programs operate congruently.

Key Responsibilities:

Collaboration and Coordination with Staff and Faith Based Partners

- Collaborate with Day Center, Shelter staff and Holly House Housing Case Manager to coordinate needs of the facilities and supplies needed to operate programs.
- Order supplies for all programs: cleaning, paper, kitchen, bathroom, office, perishables; Stock supplies and maintain inventory system.
- Coordinate with identified personnel of St. Lukes Lutheran Church on regular basis to provide clear, consistent communication regarding maintenance and operations of Sophia's Place Day Center and Night Shelter Programs; work closely with St. Lukes through the next 18 months to ensure smooth operations during the construction of 30 Bellevue.
- Coordinate with identified personnel of Eastshore Unitarian Church regarding maintenance and repairs of Holly House.
- Work with Holly House Case Manager to address residents' building needs/requests and collect monthly rent

Meal and In-kind Donations

- Manage Meal Donation Program: recruit and maintain meal donors for both Day Center and Night Shelter Programs through Meal Calendar and frequent communications, administer meal donor system, notify donors of upcoming meals they have committed to preparing, update needs list frequently-website and email communications, develop Monthly Donor Newsletter highlighted meal donors and informing them of needs.
- Organize and manage the Donation Room and Donation System, tracking donation amounts in order to solicit necessary items or limit unneeded items; recruit and manage volunteers for Donation Room as needed.
- Work with Donors and Groups to request quilts and Welcome Baskets

Repairs and Maintenance

- Coordinate system repairs and regular maintenance checkups, and monitor system performance
 - Maintain adequate parts inventory and order items as necessary while adhering to the monthly budget
 - When possible, solicit volunteer services for landscaping and gardening, otherwise contract for services.
 - Oversee and supervise team of maintenance technicians/vendors; update and maintain list of reasonably priced vendors.
 - Work with IT Provider to troubleshoot IT issues and schedule onsite maintenance and update hardware as needed.
 - Execute equipment audits and record-taking policies
 - Cleaning duties include: mopping cubicles, night shelter set up, cubicle change request
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- Maintain daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.
 - Ensure compliance with all safety and security protocols
 - Treat clients and staff in a culturally sensitive manner.
 - Maintain contact with Sophia Way Communications Manager for ongoing visibility of Sophia's Place programs and donation needs in agency communications.
 - Adhere to agency policy, procedures and professional code of ethics.

Key Qualifications

- 2+ years' experience in facilities management position
- BASIC Working knowledge of electrical, mechanical and HVAC systems- know when to call a professional to address needs.
- Demonstrated management and leadership skills
- Impeccable verbal and written communication skills
- Analytical Skills: Ability to analyze a lot of different information and make decisions based on needs and budget concerns.
- Communication: Talk with and inform staff of facilities maintenance and needed, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.
- Customer Service: Be responsive in a timely and courteous manner to donor's requests and inquiries.
- Attention to Detail: Quality control- making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered, is key.
- Leadership Skills: Motivate and coordinate volunteers.
- Experience working with women experiencing homelessness. Minimum 2 years' experience is preferred.
- Supervisory experience strongly preferred.
- Ability to work effectively in constantly changing and sometimes demanding or chaotic environment.
- Willingness and ability to make sound judgment without on-site supervision.
- Excellent communication skills.

Physical Requirements:

- Able to lift 20 pound and to perform basic office tasks.
- Prolong standing, sitting, and walking
- Driving (may be required to transport clients, materials, donations, or perform routine errands as a part of work assignment).



PAY AND BENEFITS

- This is 30 hour/M-F, non-exempt position with benefits. Compensation: \$18-\$20/hour, DOE. Benefits include full medical, dental, vision, IRA and 160 hours of Paid Time Off and 9 paid holidays per year.
- Reports to Director of Client Services and Shelter

Location: Administrative Office, Sophia's Place and Holly House location as needed.

The Sophia Way is an Equal Employment Opportunity Employer and does not discriminate and is open to all qualified candidates, regardless of race, color, gender, sexual orientation, religion or national origin. We also willingly comply with laws that govern age discrimination, equal pay and sexual harassment.

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