

 **Facilities Coordinator**

 The Facilities Coordinator is responsible for day to day functioning of the two residences.

**Background**: The Second Step (TSS) seeks to break the cycle of domestic violence, one family at a time, by providing services to individuals and families that enable them to remain free from abusive relationships and live successful lives. Those individuals and families who enter our program have successfully taken the first step away from domestic violence. TSS provides support and advocacy services to connect them with a broad range of services/referrals, including education and employment training, permanent housing search, mental health & addiction services, legal services, parenting support and community advocacy support.

**Mission statement:** The Second Step fosters the safety, stability, and well-being of survivors of domestic violence.

**Reports to**: Director, Residential Programs

**Job Responsibilities:**

• Cleaning, preparing and refurnishing rooms in a timely manner for client move-outs and move-ins;

• Maintaining the community refrigerators/freezers and cleaning supply closets;

• Keeping records and maintaining storage of household, maintenance and emergency supplies;

• Monitoring the appearance and safety of the residences and conducting safety inspections;

• Daily mail pick up from Post Office and delivery to sites;

• Obtaining monthly bus passes;

• Maintain agency vans including annual inspections, tune-ups, tire rotations, oil changes, and necessary body repairs;

• Managing donations including: record keeping re: received donations, collecting donations, sorting and dividing donations between houses and donation storage in collaboration with office staff;

• Coordinating with outside contractors for the upkeep of the residences;

• Cleaning staff area offices and bathrooms;

• Maintaining the interior and exterior of the residences;

• Assist in shoveling and salting.

**Job Requirements/Essential Functions:**

• Have a valid driver’s license and be willing to drive the agency vans;

• Be proficient with email as this is a primary means of communication within and outside of the agency;

• Must be able to lift up to 40-50 pounds and be physically able to climb stairs, carry groceries and donations, clean rooms and maneuver furniture;

**Salary and Hours:** $15 per hour/ 20 hours per week

**Essential employee**: This position is deemed essential and may be required to report to work during a government declared state of emergency.

**Equal Opportunity**: The Second Step encourages multi-cultural and multi-lingual diversity in all of its programs. Candidates who are BIPOC, bi-lingual, survivors of domestic & sexual violence, GBLTQ are strongly encouraged to apply. Affirmative Action, Equal Opportunity Employer

**To Apply**: Please send resume, cover letter, Meghan Buckley, Director of Residential Programs: mbuckley@thesecondstep.org.