



## MINISTRY DESCRIPTION

**Title:** Facilities Assistant  
**Department:** Administration  
**Reports to:** Facilities Manager

**Schedule:** Part-Time, Flex  
**FLSA:** Non-exempt

### **Ministry Function:**

The Facilities Assistant supports the ministry of Convoy of Hope by assisting with facility related needs.

### **Essential Duties and Responsibilities:**

1. Assist with the repair and maintenance of facility and grounds.
2. Assist with Janitorial duties as assigned.
3. All other duties as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. High School diploma or equivalent required.
2. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, and Excel preferred.
3. Experience with lawn/grounds care preferred.
4. Repair & maintenance and janitorial experience preferred.
5. Good interpersonal communication skills for dealing with fellow staff, contractors, vendors, and tenants.
6. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
7. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
8. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Created July 17, 2015**