



Friends of Refugees

ROLE: Facilities Associate

STATUS: Part-time, Nonexempt (hourly)

LOCATIONS: Onsite (all FOR locations)

DIRECT SUPERVISOR: Director of Operations & Employee Experience

LAST UPDATED: March 14, 2022

Position Purpose

The Facilities Associate (FA) oversees maintenance and safety tasks that promote a clean and safe working environment for the employees at all the Friends of Refugees' (FOR) facilities. The (FA) is also responsible for inventorying and purchasing all office supplies and equipment, as well as keeping all licenses and permits up to date.

Essential Job Functions:

Coordinate FOR's Facility Needs

Maintain physical spaces, ensuring safe, clean, and functional environments in FOR's facilities.

- Serve as the primary liaison for the buildings' owners and landlords
 - Liaise with outside vendors, including cleaning, maintenance, and repairmen
 - Work with Director of Operations & Employee Experience on contract and price negotiations with office vendors, service providers and the FOR buildings' owners and landlords
 - Perform light maintenance or arrange necessary repairs
 - Research and purchase office equipment and supplies for FOR office and programs as needed
 - Establish proper security measures for the buildings including collaborating with security system vendors •
 - Keep assigned equipment in proper working order and available for use
 - Draft and implement preventive maintenance schedules for facilities and equipment
 - Ensure safety standards are followed throughout facilities
 - Responsible for all visible signs and posts relating to safety
 - Work with Program Site Managers or Directors to maintain FOR inventory (office supplies and equipment at different program sites)
 - Work with Director of Operations & Employee Experience to ensure all applicable licenses and permits remain current for all FOR facilities
 - Perform other related duties as assigned including but not limited to daily program registration setup/breakdown
-

Competencies

- Strongly supportive of FOR's vision and mission
- Strong organization and problem-solving skills
- Self-starter and comfortable taking initiative to work independently
- Excellent time management skills and ability to multi-task and prioritize work
- Strong verbal and written communication skills
- High level of initiative and a proactive approach to responding to requests in a timely manner •

Able to warmly welcome and interact with people from different cultural backgrounds

- Creative mind with an ability to suggest improvements

Experience and Qualifications

- Minimum of two years of facility related experience in a role that required organization, problem-solving and interacting with the public required
- High school level written and verbal English skills required
- Proficiency using Google Suite and Microsoft Office necessary to create and maintain reports required • Experience interacting with people from other cultures preferred

Physical Requirements

- Prolonged periods standing and walking throughout facilities
 - Must be able to lift up to 20 pounds at times
 - Must be able to bend, lift, stretch, and climb to maintain equipment and buildings
 - Must be able to perform work in a variety of weather conditions
-

About Friends of Refugees

Friends of Refugees works in Clarkston, Georgia, to empower refugees through opportunities for well-being, education, and employment. Each year, thousands of refugees are formally welcomed to the United States, carrying dreams of a better life and the desire to escape political, religious, and ethnic persecution, or the violence of war within their home country. Many of these refugees start life over in Clarkston. Known for its diversity, Clarkston is often referred to as the “Ellis Island of the South.” In the last 35 years, more than 40,000 New Americans have begun their American journeys in this area. Our work in Clarkston is shaped by some core beliefs:

- We believe that intelligence, ability, and ambition are equally distributed throughout humanity, but the opportunity to deploy those gifts for success is not.
- We believe we are called to stand in the gap to help new Americans overcome the challenges they experience and find the abundant life they were made for, one relationship at a time. We will fight for their highest possible good.
- We believe we serve best when we serve with others as part of the greater Clarkston community. Therefore, we proactively communicate, collaborate, and engage as neighbors supporting each other in achieving our goals.

Friends of Refugees is a Christian Community Development Association organization, seeking to model Christ’s love in our mission and vision throughout our relationships in the community. Our organization has celebrated 25 years of service in Clarkston, empowering refugees through opportunities that provide for their well-being, education, and employment. We envision refugees experiencing abundant life in flourishing communities and do so through our values of relationship, dignity, empowerment, stewardship, and abundant life. We work across all faiths, ethnicities, social classes, and backgrounds, and there is no faith requirement in order to receive our services or to serve alongside us.

Equal Employment Opportunity

Friends of Refugees is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.