



URBAN MINISTRIES
OF DURHAM

Facilities Associate

Over 6,000 people who are homeless and impoverished receive services from UMD each year. Each day, 300-400 people who have a diverse level of complex needs come to UMD seeking assistance. As a result, the UMD campus is a very busy place where stress and trauma must be managed daily, yet where compassion and support for one another is found in abundance. In addition to residents served, there are over 6,000 volunteers, donors and staff members from partnering agencies who also come to UMD to participate in the life of the agency. The Facilities Associate will assist in the day-to-day operations of UMD's Resource Center and Community Shelter buildings and grounds, work in partnership with the Facilities & Workforce Director in the daily workforce development activities that use UMD facilities as a training environment, ensuring that assignments are carried out with consistent and fair policies and in an environment that is safe, functional and dignified for participants, staff and visitors. The Facilities Associate will keep UMD's core values of respect, accountability and collaboration in the forefront and help them to be reflected in the daily life of the organization.

Reports to: Facilities & Workforce Director

Supervisory Responsibility: None

Facilities Associate Program Duties:

- The Facilities Associate (FA) is responsible for maintaining and organizing equipment, tools and supplies in orderly fashion.
- Responsible for various janitorial duties, including but not limited to painting, pressure washing, and stripping, waxing, and buffing of VCT floors.
- Assist with training, supervision and inspection of residents assigned to various repair, janitorial and landscaping duties.
- Assist with maintaining snack and soda inventories and stocking of vending machines.
- Effectively communicate with, engage, and supervise clients and volunteers providing shelter and café services.
- Work with staff and residents as needed in setting up for meetings and special events or projects.

- Assist with moving clients to new homes, and the pick-up and transport of various donations of all types.
- Maintain strict awareness and management of appropriate client/staff boundaries in accordance with company policy and ethics.

Qualifications and Experience:

- Proven experience and basic knowledge in carpentry, plumbing, electrical and mechanics.
- Valid NC driver's license.
- Ability to work independently, without constant supervision.
- Basic computer skills with ability to maintain email communication with management staff.
- Knowledge of the challenges in working with the homeless and mentally ill population.
- References required.

Physical Qualifications:

- Be able to lift 50 lbs.
- Requires ability to walk, bend, stand, and climb stairs.

Salary and Benefits:

This is a full-time hourly position with benefits that include: medical and dental insurance, 403(b) retirement plan, and ten vacation days and ten paid holidays annually. The hourly rate is subject to negotiation based on experience and skills.

To Apply Send:

- Cover letter
- Resume
- References

To: Facilities Associate Job Opening
PO Box 249
Durham, NC 27702

Or email materials to jobs@umdurham.org