

Reality Ministries is seeking a part-time **Facilities Manager**.

Responsibilities:

- supervise maintenance and repair of facilities
- manage facility services such as cleaning, waste disposal, landscaping, pest control, security, etc
- oversee all long and short-term building projects
- oversee volunteer service projects related to the building/grounds
- obtain/compare quotes from vendors and suppliers
- remain within a facility budget
- provide prompt response to issues from facility occupants
- organize and maintain Reality's tools and maintenance storage areas

This person will work with the Operations Manager to prioritize projects and will be part of the Reality Center beautification team.

The hours of this position are somewhat flexible, approximately 10 hours/week at \$20/hour.

Please send your resume and a letter of interest to Julie DeConto,
julie@realityministries.org