



2301 Romig Road
Akron OH 44320
330-745-7734
Fax 330-745-9249
www.hfhsummitcounty.org

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 35 years. To date we have built over 225 homes and housed more than 350 adults and 600 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

WAREHOUSE AND FACILITIES COORDINATOR

Position Purpose: The Warehouse and Facilities Coordinator (WFC) holds the key to every successful project by keeping the warehouse organized, cleaned and sorted as well as the overall facility in good condition and maintained. This is a critical role for helping our organization serve more families. The WFC will have exceptional organizational skills, be able to problem solve, and manage time well to oversee the 67,000 sq. ft. facility as well as the construction warehouse and workshop. S/He is responsible for all inventory control, receiving, dispatching, security, maintenance, cleanliness, and overall organization of the facility. The WFC will work closely with the VP and Chief Program Officer on tool safety issues and stocking of first aid equipment and supplies and overall warehouse and facility safety. The WFC is the lead staff on vehicle maintenance weekly safety inspections as well as timely routine maintenance or ensuring fleet is in good repair and working order. In maintaining inventory control the WFC will work with the Construction Operations Administrator on stock items for ordering as well as organizing each home build and home repair staging area.

What you need:

- Excellent interpersonal and cultural competency skills to effectively collaborate with a wide spectrum of individuals
- Integrity, organizational skills, attention to detail, the ability to multitask and work independently
- Excellent oral and written communication skills
- Excellent computer skills, with an emphasis on Microsoft programs (Word, Excel and Outlook)
- 3-4 years of warehouse or facilities management
- Knowledge of vehicle maintenance upkeep helpful
- Ability to prioritize multiple projects at one time
- Detail to record keeping and paperwork management
- Excellent spatial organizational skills

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen and background check.

You demonstrate these behaviors:

- Ability to effectively represent Habitat for Humanity to the public

What will YOU Build?



- Commitment to the Habitat mission, values and ethics
- Strong interpersonal and communication skills for consistent and professional interactions with leadership, other departments, homeowners and partner families
- Ability to maintain task scheduling and meet expected deadlines
- Willingness to occasionally assist with on-site construction work, service appointments and events
- Strong problem analytical skills and the ability to work in a fast-paced environment and multi-task
- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Options to purchase Medical, Dental and Vision Insurance
- Cell phone, mileage and business expense reimbursement
- Potential bi-yearly bonus based on performance objectives
- Flexible work schedule (expected work 3-4 days per week Monday through Friday 7:30 am to 4:00 pm) but can be flexible on days
- Part time hourly 24-32 hours per week
- Hourly rate \$19-22 per hour

What will **YOU** Build?

