

Outreach

Community Ministries

Restoring Hope,
Providing Opportunities

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title:

Volunteer, Live-In, Facilities Manager

Department:

Jubilee Village II-381 Executive Drive, Carol Stream, IL

Jubilee Village II is an affordable rental property owned by Outreach Community Ministries. Day-to-day building management is coordinated by the staff of Wheaton Youth Outreach, a community based youth and family resource center serving the greater Wheaton area. Services include counseling for individuals, couples and families, crisis intervention for runaway and homeless teens, casework services for basic needs, and transitional housing for young women.

Job Responsibilities:

The Volunteer, Live-in, Facilities Manager is responsible for ensuring the internal and external maintenance of a 16 unit apartment building including: minor electrical, plumbing and HVAC repairs, periodic checks of building systems, purchasing supplies, record keeping, monitoring the general condition and needs of building and grounds and participation with outside volunteer groups that assist with building and ground projects. The Facilities Manager is on-call 24/7, when on the premises, to respond to tenant lock outs and building emergencies. Required hours of maintenance would be approximately 14 hours/per week, or 60 hours per month.

Requirements:

A commitment to OCM's Statement of Mission and Faith. Skill in building maintenance and experience with some of the following areas: electrical, plumbing, HVAC, fire alarm/security systems, office machines, drywall, painting and grounds-keeping. Clear and effective communication skills (verbal and written) with vendors, supervisors, and tenants; Microsoft Outlook, Word and Excel skills. Ability to work indoors and outdoors, lift 100 lbs., climb tall ladders (30ft) and perform maintenance in confined spaces. Must have a valid IL Driver's license, auto insurance and reliable vehicle.

Compensation:

The Facilities Manager will receive a 2-bedroom apartment in exchange for approximately 60 hours of work per month.

Send Resume To:

Heather Hernandez, hhernandez@outreachcommin.org

Posting Date:

July 1, 2015

Start Date:

Available Immediately