



Facilities Assistant Position Description (Temporary)

About Habitat for Humanity of Southern Santa Barbara County:

Established in 2000, Habitat for Humanity of Southern Santa Barbara County (Habitat Santa Barbara) is a local nonprofit committed to building strength, stability and self-reliance through shelter. We partner with low-income individuals and families in Southern Santa Barbara County to build or improve a place to call home. Homeowners build alongside volunteers and purchase their home, paying an affordable mortgage. Habitat for Humanity of Southern Santa Barbara County has built 22 new homes for 84 people, 50% of which are children, as well as helped rebuild and repair 170 homes. www.sbhabitat.org

Position Overview: The Temporary Facilities Assistant will help with facilities and operations tasks that may include sorting, organizing, and moving construction and home improvement supplies. The position will support facilities projects including projects requiring handyman skills. They will also be responsible for working with volunteers on special projects and interacting with members of the public. The Facilities Assistant will report directly to Habitat Santa Barbara's Housing Coordinator. This position is temporary and ends December 16th, 2022.

Essential Duties:

- Organizing, moving, cleaning, and transporting building materials and home goods.
- Lead volunteers on special projects as necessary.
- Provide a great customer and volunteer experience.
- Support enforcement of safety and health protocols.
- Skilled in planning, logistics, and following up on tasks and phone calls.
- Invest in outreach and community partnerships.

Required Skills/Experience

- Excellent people skills; customer service skills required.
- Ability to adapt to a changing environment and unexpected shifts in priorities;
- A positive and affirming attitude;
- Tact and diplomacy; ability to work well with volunteers and staff;
- Experience with construction trades and handyman work preferred;
- Must have a valid CA Drivers License.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry 50 lbs. Work may require climbing ladders, bending, kneeling and reaching; ability to spend the majority of the day standing or moving and work the computer for an extended period of time.

Compensation

- 40 hours per week, \$20/hour. Employment is temporary and ends December 16, 2022.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship. Habitat for Humanity of Southern Santa Barbara County is an equal opportunity employer.