

JOB TITLE: FACILITIES COORDINATOR

Wings of Hope is a nonprofit, global humanitarian aviation organization headquartered in Chesterfield, MO. Our mission is to *change and save lives through the power of aviation*. We accomplish this through our three program areas, the Medical Relief & Air Transport (MAT) Program, our Global Humanitarian Network (GHN), and our SOAR into STEM (SiS) educational programs.

SUMMARY:

The Facilities Coordinator is responsible for the day-to-day care, upkeep and repairs of Wings of Hope's Chesterfield, MO building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Director of Administration and vendors to identify and implement an annual facility and grounds routine maintenance plan, including systems (HVAC, Elevator, Sprinkler System, etc.,) beautification, general upkeep and organization.
- Coordinate a facility/grounds maintenance request/resolve system.
- Coordinate and participate in efforts that ensure a clean, neat, and orderly physical plant, storage, inventory, and grounds.
- Assist with off-hour or weekend events (setting-up, breaking down, clean up, etc.) as needed.
- Maintain records of all operational systems.
- Ensure and promote safety compliance.
- Work alongside volunteers on prioritized facilities, grounds and automotive projects.
- Lead facility maintenance, garden & grounds and automotive volunteer teams.
- Conduct all business on behalf of the organization in compliance with federal, state, and local regulations.
- Represent the organization in a professional manner.

EDUCATION AND EXPERIENCE:

- Associates degree and/or trade certification or equivalent experience
- Would be helpful to have experience in one or more areas: HVAC, plumbing, electrical, carpentry, lighting, machine/auto repair, surface repairs (asphalt/concrete), landscaping

KNOWLEDGE, SKILLS, AND ABILITIES:

- A true interest in humanitarian work and the Wings of Hope mission
- Excellent communication and organizational skills
- Ability to work with a wide variety of personalities
- Working knowledge of maintenance and operations for office space and a working aviation hangar
- Preferred computer skills include Microsoft Office 365 (Word, Excel, Outlook, PowerPoint)
- Ability to work in varying temperatures both indoors and outdoors, lift 50 lbs., maintain a current and valid driver's license

COMPENSATION:

The Facilities Coordinator is a part-time (24 hours/week), hourly position reporting to the Director of Administration. The hourly wage range is \$20 - \$24.

TO APPLY:

Please send cover letter and resume via email to Lena Pak at lena.pak@wingsofhope.ngo. Please include "Facilities Coordinator" in the subject line.

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