



WE ARE HIRING!

Facilities Manager

Job Title: Facilities Manager providing transformative experiences to the community we serve.

Job Description: greeNest is looking for a warm, outgoing, and physically strong individual to advance the mission of greeNest through the coordination of our furniture warehouse and management of facility repairs and updates. The Facilities Manager ensures the safe and orderly operation of the greeNest warehouse, storage area, display floor, offices, and volunteer work areas as well as the parking lot and surrounding grounds; supervises and oversees warehouse personnel, volunteer activities, and the receiving, storage, and distribution of donations. This is a FT position.

About greeNest: greeNest is a small, unique nonprofit agency serving individuals and families transitioning from crisis to stable housing with furnishing essentials. greeNest's mission is to provide affordable housewares and furnishings to low-income families to help transform their houses into homes. Our Finally Home program provides gently used, donated furniture and housewares to individuals and families moving from crisis to sustainable housing. Our Up Off the Floor program provides new beds to children birth-18 years who do not have a safe place to sleep. We partner with more than 100 community agencies to identify individuals and families who lack the resources to provide essential furnishings for their homes. We are "working together to transform our community, one nest at a time."

What it's Like to Work Here: At greeNest, we see lives transformed every day. We have a community that offers a warm welcome to all who come to greeNest. Our small staff team works closely with volunteers to create a beautiful furniture showroom and a culture of respect and dignity. Our team members all share a positive attitude, problem-solving abilities, and patience, enabling them to provide excellent customer service. Don't miss out on this rare opening with us!

A Day in the Life as a Facilities Manager: Each day is a little different. There are different volunteers, different participants, and different phone calls. You will provide training and guidance to greeNest’s amazing volunteers, enabling them to assist in the warehouse. You will supervise warehouse staff in their duties. You will make and receive phone calls and emails from furniture donors, answer questions, and ensure that furniture pick-ups are scheduled and that we have the staff and volunteer assistance needed.

You will work closely with the greeNest staff team; keeping staff updated on furniture inventory, making sure the furniture showroom is transitioned smoothly between appointments, and providing donation information to the Executive Director and Community Engagement Manager for marketing and development needs.

You are often “the face of the agency,” greeting volunteers, furniture donors, movers, program participants, and other guests and making them feel warmly welcomed. Relationships are critical to the success of our programs and the Facilities Manager is key to maintaining the greeNest culture.

Qualifications

- Demonstrated understanding and appreciation of greeNest culture: high value of volunteer time and contributions; appreciation for donors, both financial and furnishings; respect for agencies and case managers; and validate the dignity of the participants
- Experience with warehouse software and inventory systems
- Clean driving record, drug screening, and criminal background check
- Ability to lift at least 50 lbs.
- Proven experience in a warehouse setting
- Knowledge of OSHA regulations and proactive in maintaining a hazard-free work environment.
- Strong problem-solving and communication skills.
- Strong problem-solving ability with a focus on attention to detail
- Excellent time management skills and ability to prioritize work
- Ability to work both independently and as part of a team
- Outstanding leadership and organizational skills with the ability to lead an internal team in greeNest initiatives
- Excellent written and verbal communication skills

Salary is competitive and commensurate with experience.

Email cover letter and resume to julia@greenestws.org.