



## We are Hiring!!!

### FACILITIES MANAGER POSITION SUMMARY

The Facilities Manager is responsible for the care, upkeep, and safety of all Watershed buildings and properties. This position reports directly to the Executive Director and works closely with the Property Manager, Maintenance Manager, and Watershed staff.

### PRIMARY RESPONSIBILITIES - MANAGER

- Accountable for janitorial, groundskeeping and maintenance tasks for all Watershed properties, currently 18 buildings.
- Manage and oversee all facilities subcontractors.
- Manage unit turnover, including cleaning/repair of residential/commercial units as needed.
- General assistance to the Property Manager and Maintenance team as required.
- Assistance with event preparation and cleanup.
- Maintain inventory of cleaning supplies, materials, and equipment.
- Run errands as needed (making keys, purchasing supplies, etc.)

### SKILLS and REQUIREMENTS

- Physical strength, stamina, and ability to lift up to 50 pounds
- Previous experience with basic unit repairs and cleaning
- Self-starter with little to no supervision
- Positive, can-do attitude
- Open to direct instruction
- Adaptable to changing tasks and assignments

### COMPENSATION AND TERMS

This is a full-time position of 35-40 hours per week at \$35/hour. Eligible for exceptional company-paid benefits including medical, dental, vision and life insurance, a 401k plan, and paid time off.

### ABOUT US

*Our mission is to build resilient communities, through affordable placemaking and placekeeping in the Duwamish Valley. We create at the intersection of the arts, equity, and collective well-being.*

- The people you will work with are super passionate about creative expression, affordable housing, and the arts; We value transparency, patience, imagination, humor, collaboration, and intentionality.
- We are a community-based 501(c)3 nonprofit in start-up mode and figuring out how to actualize all our dreams of affordability and community. We are currently a staff of six and will be expanding this year and onward.
- We acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish People past and present and honor with gratitude the land itself and their stewardship.
- We strive to amplify diverse voices and experiences, prioritize equitable practices and processes, and create an inclusive culture of care and belonging. We are an equal opportunity employer and encourage anyone from historically marginalized backgrounds to apply.

**To apply send your resume and cover letter to [info@watershedcommunity.org](mailto:info@watershedcommunity.org)**

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