

Facilities Manager

Gateway Mission

Gateway Mission serves as a first step toward a new life for homeless men, women and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Facilities Team

Gateway Mission strives to demonstrate good stewardship of the buildings and property under its management. The facilities team is responsible to manage multiple functions of building operations and maintenance for multiple locations/campuses.

Facilities Manager

The Facilities Manager leads a team to ensure mission property under their care is maintained in good repair and in a manner consistent with the professional image of Gateway Mission.

The ideal candidate has:

Education & Experience:

- High school graduate required, college or technical school preferred
- Minimum of 5 years' experience in related fields
- Certification and/or classes in technical areas (electrical, heating, plumbing etc.) preferred
- Experience/knowledge of building construction and HVAC

Skills & Abilities:

- Strong organizational skills, with ability to manage people, resources, projects/events simultaneously and effectively while meeting deadlines
- Strong communication skills – written, verbal and electronic communication
- Strong leadership skills to supervise and assign staff and volunteers to achieve departmental goals, while exhibiting servant leadership.
- Ability to establish and maintain effective working relationships with vendors, volunteers, and the public.
- Strong mechanical skills
- Basic computer skills (Microsoft Office 365, email, data entry, maintenance related software)

Physical Requirements:

- Walk, stand, lift, bend, push/pull regularly; crouch occasionally to perform job functions
- Lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Moderate exposure to environmental hazards including chemicals, cleaning products, maintenance fluids, machinery noise, cold and warm outdoor temperatures.

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#). Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes through **October 15, 2022**.

To Learn More

Gateway Mission You Tube Channel [Gateway Mission - YouTube](#)

Gateway Mission Podcast www.hopefoundhere.org/podcast