



Facilities and Logistics Assistant Job Description

Description/Purpose

The Facilities and Logistics Assistant serves the Crisis Pregnancy Center (CPC) in the maintenance and repair of facilities and vehicles, and store and move supplies. This individual will work with the Administrative and Ministry Operations Departments to assist with the day-to-day maintenance and repairs for CPC's six facilities. He or she will also help manage CPC equipment, vehicles, and supplies to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. This position reports to the Facilities and Logistics Manager.

Responsibilities

The successful candidate will:

- Contribute to a small team of staff that:
 - Conducts basic handyman-level repairs
 - Delivers material to all five clinics and satellite centers within the Hampton Roads area
 - Manages warehouse inventory
 - Maintains vehicles and trailers (e.g., inspections, oil changes, tires)
 - Coordinates volunteer maintenance projects
 - Schedules preventive maintenance for equipment and internal systems (e.g. vehicles, HVAC systems, pest control, building alarms and security cameras)
 - Develops and maintains professional relationships with contractors, tenants, and landlords
 - Documents maintenance issues and keep organized records of contractor/inspector information
 - Researches job or equipment pricing, gets quotes, and organizes proposals for supervisor approval
 - Provides set up and break down support for special events
 - Coordinates and/or assists with pick up and drop off for printing jobs, bulk mail orders, and bank runs
- Monitor and administer building security systems
- Provide on-call technical responses to emergencies and alarms
- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Perform other duties as assigned, dependent on organizational needs and employee skills

Qualifications

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, Statement of Faith, and Core Values
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

Professional

The successful candidate will:

- Be self-organized, efficient, and proactive
- Be able to work in a fast-paced, changing, and challenging environment
- Be able to perform basic manual labor for several hours a day, including lifting items of 50-70 lbs on occasion
- Be able and willing to drive a large delivery van (no CDL required)
- Demonstrate basic handyman skills for small-scale facility repairs (preferred)
- Be prompt in communication and biased toward immediate action
- Exhibit strong writing and oral communication skills
- Exhibit basic proficiency in Microsoft Word and Excel

Education/Experience

The successful candidate will have:

- 2 years or more of work experience in a trade or warehouse operations (preferred)
- At least an AA degree (or equivalent experience, preferred)
- Completion of trade school or trade certification (preferred)
- Experience in warehouse management and/or equipment operation (preferred)
- Experience in managing volunteers (preferred)

Schedule

The CPC is considering full-time and part-time options for the Facilities and Logistics Assistant position. The position will work mainly from a warehouse, but is expected to be out among CPC clinic

and center locations frequently. As such, the position is not conducive for remote working opportunities with the occasional exception for the employee's personal needs. Between the two of them, the Facilities and Logistics Manager and Assistant will be expected to be available during normal business hours Monday to Friday, with a fair amount of weekend work for repairs or events. Subject to the Manager's direction, the Assistant will have substantial discretion on when work is done to accommodate his or her other employment or education commitments. Other schedule requirements that may be required of this position include:

- Event support on evenings and/or weekends (5-7 times annually).
- Scheduled repairs or projects after clinic and center hours.
- On-call responses to facility emergencies and equipment failures.

Compensation and Review

Compensation consists of a competitive hourly wage dependent on the qualifications and experience of the successful candidate. Benefits for full-time employees may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

Benefits for part-time employees may be available on a more limited basis, depending on the number of hours worked per week.

On a semiannual basis, the Facilities and Logistics Assistant may be given a formal performance review by the Facilities and Logistics Manager.

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