



# Hope Street Ministry, Inc

## *Maintenance Coordinator*

### **Greenhouse Mission**

Hope Street is the Greenhouse for People on 26th and Capitol.

We help broken men, women and children cultivate hope. We protect from outside elements but most importantly we grow together in a relationship with Jesus Christ. Hope Street is home to about 40 men, women, and children whose lives have been profoundly affected by the toxic environment they grew up in, their own poor choices, and drug and alcohol abuse. Empowered by the active Grace of Christ, the staff, volunteers and members cultivate a nurturing community in which all can live, learn and develop new habits that will help people flourish.

### **Cultivate Hope**

A greenhouse is an environment where growth can happen. We see the hope of growth being cultivated by a mutual respect that comes from an intrinsic, divine dignity. We are all, despite our individual, cultural, and many other brokenness' created in the image of God and therefore equally invaluable. To that end as adults we will encourage each other, offer suggestions, and give examples of choices and possible consequences or outcomes. In most cases we will not make choices for others, telling them what they "need" to do. Growth comes from making wise choices, but if someone else is making most of the choices for an individual, the chance for growth and lasting transformation in that individual is minimalized or even destroyed.

### **Protect**

A greenhouse is also a place that protects its "plants" from outside elements. Toxic relationships, violence, bad thought patterns, evil, unhealthy diets, lack of exercise, drugs, alcohol, are many of the norms we see in the culture right outside our doors. We refuse to allow these and other poisons in our greenhouse for people because we know they could kill any of us. We all need this protection.

### **Grow Together**

Our community is led by an Individual who delights in us, even and especially in our weakness. Jesus is the source of our hope, joy, and peace. Each of us as His image bearers have the choice to allow Him, specifically His love for us to change us into even more and more of His likeness. As we receive and glory in this state of belovedness He becomes our beloved as well! In and through this communion we will love ourselves in reverence of Him and quite naturally we would love others as we see His glory in them. It is only in this community we can truly flourish.

**These are non-negotiable. We have room for lots of debate and encourage dissenting opinions, different perspectives, and downright disagreements. But all in the context of the framework of Greenhouse for People and the principles set forth above. We would love anyone who does not agree with us, but it would make no sense for them to work or live here.**

# Responsibilities

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## Facilities Management

- Cleaning oversight at Hope Street (inspect premises/coordinate and oversee cleaning needs): The cleaning role is often delegated to a current Hope Street member. You would be responsible for oversight and accountability. We offset membership in place of duties completed.
- Repairs and Maintenance (inspect premises/coordinate and oversee repairs and maintenance/replacements with appropriate vendors or volunteers): Tasks that cannot be completed by the Maintenance Coordinator should be scheduled with appropriate vendors and done within window of time MC is present at Hope Street or otherwise arranged with MC.
- Directly report to Assistant ED and coordinate on tracking repairs and maintenance in Airtable
- Pest Management (oversee and coordinate premises pest management): Maintain a schedule for Pest Management Company to keep Hope Street common spaces and apartments pest free.
- Apartment upkeep: (all rooms reflect GFP standards: painting, decorations, functionality, appliances etc.) If you notice decorations or furniture in an apartment are old or broken, notify staff.
- Building upkeep and preventative measures at Shechem
- Create Operations Manual for Hope Street & Shechem (includes preventative measures, and how to use/who to contact). Hope is to be able to use this as a training manual/have available for anyone on staff to access and understand building operations.

## Facility Supplies

- Create and manage spreadsheets of needed building materials not related to administrative needs (Paint, tools, cleaning supplies etc.)
- Oversee supply distribution for volunteer activities (painting, deep cleaning, etc.) Aka: Ensure volunteers have the supplies needed to do the work needed.
- Coordinate with our Social Worker, on needs for furnishing of the apartment units (receive in kind donations)

## Hours & Pay

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The position will be paid hourly with a breakdown of \$20 per hour. This position will start with 15 total weekly hours, with a schedule agreed upon with the Executive Director and Assistant ED. The Maintenance Coordinator is expected to be “on-call” in times with immediate needs. Any other needed hours outside of that will be compensated as well.

