



MATE HOUSING REPAIR

Assistant Operations Manager

ABOUT THE POSITION

- **Employment Category:** Hourly - Seasonal
- **Duration of Season:** June 9th - August 18th
- **Schedule:** Days, flexible schedule, occasional weekends required, generally 35-40 hrs/week
- **Location:** Farmington, ME.
- **Compensation:** \$20-\$25 per hour (potential for end-of-season performance bonus)

ABOUT THE ORGANIZATION

Mission at the Eastward (MATE) is a faith-based nonprofit that provides volunteer home repairs, transitional housing, and youth outreach to create lives of hope, dignity, and security in Central Western Maine. Our primary program, MATE Housing Repair, offers one of the most enriching and rewarding service opportunities in the country. Each summer, 300-400 volunteers from around the east coast travel to rural Maine, usually for a week at a time, to conduct critical home repairs for mostly low-income families and the elderly. Our service keeps people safe and healthy in their homes and out of the devastating cycle of homelessness. Arguably, the most important part of our service is the deep bond that's developed between staff, volunteers, and homeowners that delivers help, hope, and connection to all who are involved in the experience.

POSITION SUMMARY

The Assistant Operations Manager is an integral part of MATE Housing Repair. The position offers an opportunity to learn the functions and assist in the operations of a home repair service and gain experience for a future career in the home repair and property maintenance industry. The Assistant Operations Manager will report directly to, and work under the direction of the Operations Manager to assist in carrying-out the activities associated with MATE's Housing Repair program.

The Assistant Operations Manager will:

- 1. Assist directly with work carried out on jobsite:**
 - Purchase and deliver materials, tools, and equipment to jobsites as directed
 - Pick-up tools, equipment, and debris from jobsites following project completion and return, orderly store, and dispose said materials to their proper location at the MHM headquarters
 - Work with volunteer work crews, guiding and assisting them in completing projects
 - Work solo and with other MATE staff to complete projects as needed
 - Uphold MATE's building and safety procedures/standards on jobsites
 - Maintain daily activities sheet to submit to Operations Manager
- 2. Assist in maintaining and delivering systems for:**
 - Inventory/purchasing procedures for regularly used supplies and materials
 - Par-leveled tools availability, status, and replacement
 - Standards for inside and outside storage
 - Vehicle maintenance
 - Budgetary tracking



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3. Assist in enhancing and improving communication and teamwork efforts:

- Planning and coordinating projects with the Operations Manager
- Communicating and coordinating with homeowners and volunteers
- Orientation and education of staff and volunteers (including conducting jobsite visits), as necessary
- Establish interaction, support, and team with with MATE staff and other key volunteers
- Assume Operations Manager responsibilities, as needed.

CANDIDATE DESCRIPTION

Required

- Core construction knowledge
- Effective communicator
- Basic computer skills (Google Drive software)
- Ability to lift 50 lbs and work continuously in a physically demanding position
- At least 18 years of age
- Clean driving record and a current license
- Ability to pass a background check

Desirable

- A “heart” for the mission
- Experience working with and leading volunteer groups

PLEASE SUBMIT APPLICATION TO

office@missionattheeastward.org

or mail to:

Mission at the Eastward
PO Box 206
Farmington, ME. 04938

Equal Opportunity Employer Statement

Mission at the Eastward is an Equal Opportunity Employer and is committed to fostering a diverse and inclusive workplace. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status under applicable federal, state, and local laws.

We encourage individuals of all backgrounds to apply and are dedicated to providing reasonable accommodations to qualified individuals with disabilities during the hiring process and employment. If you need assistance or an accommodation due to a disability, please contact us.