



MATE HOUSING REPAIR

Interim Operations Manager

ABOUT THE POSITION

- **Location:** Farmington, ME. | Partial Remote Work
- **Position Category:** Part-Time Salaried
- **Employment Period:** January 1st → May 31st, 2026
- **Compensation:** \$25 → \$30 per hour (commensurate with experience)
 - Position salaried at 20 hours per week, any additional hours required to be paid at the hourly rate.

ABOUT THE ORGANIZATION

Mission at the Eastward (MATE) is a faith-based nonprofit that provides volunteer home repairs, transitional housing, and youth outreach to promote hope, dignity, and security in rural Maine. Our primary program, MATE Housing Repair, engages volunteers from across the country each summer to complete home repairs for low-income families and seniors. This work helps people remain safe and healthy in their homes while building meaningful connections among staff, volunteers, and homeowners.

POSITION OVERVIEW

The Interim Operations Manager supports Mission at the Eastward (MATE) during a transitional period as the organization searches for and hires its next Executive Director. This interim role ensures continuity of essential planning, coordination, and systems that prepare MATE for a successful summer Housing Repair season in 2026.

During this period, the Interim Operations Manager is responsible for coordinating homeowner intake and assessment processes, supporting project planning and preparation, maintaining operational systems and standards, and ensuring clear communication with volunteer groups and key partners.

This interim position allows the incoming Executive Director to participate in the hiring of a permanent Operations Manager. The role may be extended or redefined following the hiring of the Executive Director, based on organizational needs and mutual interest. During this period, the Interim Operations Manager will report to the MATE Housing Committee chair, Millard Rackliffe.

This Operations Manager position is ideal for a mission-driven professional or self-employed contractor seeking steady, meaningful year-round work that combines leadership, construction management, and community service.

RESPONSIBILITIES

- **Oversee all aspects of the homeowner application process:**
 - Distribution, intake and follow-up, scheduling of site assessments.
- Conduct and lead work site assessments, coordinating visits and preparing documentation.
- Create detailed project plans, including drawings, material lists, and cost estimates.
- Lead monthly Housing Committee meetings to review assessments and plan project assignments.
- **Maintain and improve systems for:**
 - Construction procedures and standards, safety protocols, MATE Housing Repair Headquarters, homeowner applications and related forms, etc.
- Ongoing communication with upcoming volunteer groups to confirm size, skills, and scheduling.

- **Develop and sustain relationships with key partners:**
 - Suppliers, contractors, and skilled volunteers.
 - Contact skilled volunteers and contractors for anticipated high-volume weeks as needed and record availability.
 - Maintain and attend to any maintenance activities related to the MATE Transitional Housing unit at the McCleary House, including snow removal
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CANDIDATE DESCRIPTION

Required

- Previous experience and knowledge of the MATE Housing Repair program, including the site assessment process
- Supervisory and management experience
- Core construction skills and project management ability
- Strong communication and interpersonal skills
- Proficiency with Google Workspace and digital communication tools
- Strong organizational and problem-solving abilities

Desirable

- Experience in community development or nonprofit housing repair programs
- Familiarity with volunteer management
- Commitment to MATE's mission and values