



425.774.5555
Tax ID # 91-0828576
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220 Railroad Ave | Edmonds WA
www.edmondswaterfrontcenter.org

Position Title: Assistant Facilities Director

Department: Facilities

Status: Non-Exempt. Hourly

Location: 220 Railroad Avenue Edmonds, WA.

Hourly Pay Rate: \$30.00. Employer-paid medical, dental, and vision insurance. Life/disability insurance. Employee Assistance Program. Free parking. Paid holidays and vacation.

ABOUT THE ORGANIZATION

Edmonds Senior Center (DBA Edmonds Waterfront Center) \$2.9M organization. We have over 4,000 members, 60 employees, and more than 200 volunteers. The organization operated as the Edmonds Senior Center for 52 years in a waterfront building that exceeded its useful life. A new 26,000 sf building was erected on the site and opened in March 2021. Since its opening, the organization has experienced exponential growth.

OUR VISION

A multigenerational, multicultural community hub where everyone feels welcome. A place where activities and programs are fun and engaging, and our services lift people up. The welcoming atmosphere, energy level and caring spirit make it a community gathering place where local and area residents of all ages come to join old friends and meet new ones.

OUR MISSION

The EWC bridges generations and cultures to improve lives, strengthen our communities, and empower individuals to achieve their full potential.

OUR CORE VALUES

- Lifelong Learning
- Health & Wellness
- Diversity & Inclusion
- A Culture of Respect
- Involvement of Volunteers
- Commitment to Innovation

ABOUT THE POSITION

The Assistant Facilities Director will assist with all facility operations to maintain the center, programs, and events.

The positive Edmonds Waterfront Center (EWC) culture values innovation and promotes an atmosphere of learning, customer service, and care. The Assistant Facilities Director will assist in leading the facilities and will actively represent the department. This position requires a proven record and comfortability in using technology. Building and or construction knowledge is a plus. Reports to the Facilities Director.

Supervisory Responsibilities:

- Assist with managing schedules and part-time facilities staff

Physical Requirements:

- Ability to lift and carry items weighing up to 50 pounds.
- Capability to perform light cleaning and building maintenance tasks.
- Moving and setting up chairs, tables, and other equipment as needed.

A few more essentials to the role are included below. More responsibilities may be necessary as this role develops:

- Assist with managing facilities budget
- Assists with monthly work schedules.
- Work alongside the Facilities Director and staff safety team(s) to ensure that EWC training goals are met.
- Assist with monitoring and tracking all expenses and provide monthly reports as requested.
- Order supplies and maintain adequate inventory for the Center.
- Perform general maintenance duties in the building in a timely manner and within acceptable standards.
- Assist as needed by maintaining a roster of the preferred/approved service providers.
- Participate in the selection of vendors, as needed, and the oversight of same to verify performance.
- Coordinate with program and events staff on matters of mutual interest and responsibility such as special needs for evening use of the EWC, etc.
- Coordinate and assist as needed direction for EWC facility use standards and expectations for both internal and external users.
- Performs minor repairs and maintenance such as replacing light fixtures or light paint touch up.
- Maintain cleaning and sanitation of building.
- Coordinate and assist as needed ensuring all janitor rooms are maintained; ensure cleaning and maintenance supplies are stocked.
- Coordinate and assist as needed with room setup for programs and events.

- Assist in examining building for safety hazards; reports deficiencies to Facilities Director, Events Director, and/or COO.
- Ensures and coordinates AV set up for rental usage as needed.
- Support community outreach events.
- Ensures excellent communication and coordination of work with other EWC departments.
- Performs other related duties as assigned.

Review the following must-have requirements and qualifications:

- Positive and calm demeanor, even in challenging situations.
- Comfortable with MS Office software e.g., Excel, Word, Teams, etc.
- Bachelor's degree. Relevant experience may substitute for education.
- Handles confidential information with discretion.
- Excellent organizational skills with the ability to prioritize tasks and adapt to changing plans.
- Excellent written and verbal communication skills with the ability to adapt communication based on audience and purpose with inclusiveness.
- Listen patiently and attentively. Ability to express self clearly and effectively.
- Works well independently as well as within diverse teams and environments, while treating everyone with respect.
- Employ best practices associated with the position, while displaying an on-going commitment to learning and self-improvement.
- Ability to work a non-standard/flexible schedule, which may include weekends, evenings, and holidays.
- Successfully pass criminal background check

Commitment to Equity and Inclusion

The Edmonds Waterfront Center advocates equity and inclusion in hiring.