



**HELPING CAPTIVES**

**Organizational Background:**

Helping Captives is a Christian anti-trafficking agency that partners with like-minded members of the community to fight for survivors of human trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, giving survivors a safe place to heal and breathe.

**SUMMARY OF POSITION**

**Job Title: Facilities and Maintenance Coordinator**

Organization: Helping Captives Administration Office

Location: Spokane, WA

Job Type: Full-time (32 hours per week)

Compensation: \$20-24 per hour

Status: Non-exempt

Reports to: Chief Operating Officer

**Position Overview:**

Reporting to the Chief Operating Officer, this 32hour-per-week position operates between Monday through Friday. The Facilities and Maintenance Coordinator is responsible for overseeing the maintenance, safety, and security of an organization's facilities. This role ensures that all building systems operate efficiently, security protocols are followed, and the workplace remains a safe and functional environment for employees and visitors.

**DUTIES & RESPONSIBILITIES**

**Key Result Area #1: Facility Maintenance and Security**

- Keep the Chief Operating Officer up-to-date on all facilities, maintenance and security issues.
- Coordinate facility maintenance, repairs, and inspections to ensure compliance with safety regulations.
- Monitor and manage security systems, including surveillance cameras, access controls, and alarms.
- Maintain cleanliness of administrative offices and facility grounds.
- Liaise with vendors, contractors, and service providers for facility-related needs.
- Respond to facility-related emergencies and security incidents.
- Maintain records of maintenance schedules, security reports, and compliance documentation.



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## **SKILLS & QUALIFICATIONS**

### **Desired Skills and Qualifications:**

- Committed Christian, able and willing to model servant-leadership, and interested in being part of a ministry to people in need.
- Grounded in the Christian faith as a mature, active member of the body of Christ on a consistent, day-to-day basis.
- Strong Interpersonal skills – professional while exercising compassion and discernment, modeling the teachings of Christ.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of Helping Captives
- Strong computer skills (Word, Excel, Outlook, Virtuous, QuickBooks); able to complete documents, build tables, email, maintain electronic calendars, and accurately record information.
- Excellent communication skills, including written, verbal, and instructional.
- Must have a teachable spirit who can listen and make sound decisions.
- Strong organizational skills with the ability to multitask and be self-motivated.
- Capable of maintaining focus in a busy environment.
- Quick learner with attention to detail and accuracy.
- Time management skills and scheduling capabilities.
- Flexible and able to problem-solve.
- Insightful, trustworthy, honest, reliable, model appropriate boundaries, and strong work ethic.
- Valid Driver's License.
- Self-starter – you should be able to learn quickly and be resourceful in finding answers to questions or problems you are unfamiliar with.
- A high level of personal integrity and professionalism, including the ability to work with confidential information.
- The physical ability to lift to 30 lbs., as well as bending, stooping, and kneeling to move and organize items in the office and help with events.
- Experience in facilities management, security, or a related field.
- Knowledge of building operations, safety regulations, and security best practices.
- Strong problem-solving and organizational skills.
- Ability to respond to emergencies effectively and work flexible hours if needed.

### **Minimum Qualifications:**

- 2 - 4 years of progressively responsible maintenance and facilities management experience required.
- Strong organizational skills and excellent interpersonal skills
- Ability to manage multiple projects and complete them with little supervision.
- Highly organized and detail-oriented.
- Team-oriented and works collaboratively to achieve team goals.
- Thrives under pressure and in an environment of rapid change while maintaining a cheerful disposition.
- Must be able to pass a background check successfully.



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## **REQUIREMENTS**

### **Working Conditions and Physical Factors:**

- Frequent standing, walking, bending, and kneeling.
- Lifting and carrying heavy tools, equipment, or materials (typically up to 50 lbs, sometimes more).
- Working at heights (e.g., ladders, scaffolding) or in confined spaces.
- Operating hand and power tools.
- Exposure to varying temperatures (hot, cold, or humid conditions).
- Indoor and outdoor work environments.
- Potential exposure to dust, fumes, and chemicals.
- Loud noise levels from machinery and equipment.
- Working with electrical, plumbing, HVAC, or mechanical systems.
- Potential for slips, trips, and falls.
- Required use of personal protective equipment (PPE) such as gloves, safety glasses, and hard hats.
- May require shift work, weekends, or on-call availability for emergencies.
- Possible overtime during peak maintenance periods or urgent repairs.

### **Equipment and Tools Used:**

- Screwdrivers (flathead, Phillips)
- Wrenches (adjustable, socket, and combination)
- Pliers (needle-nose, channel-lock, locking)
- Hammers (claw, ball-peen, rubber mallet)
- Utility knife
- Tape measure
- Levels (bubble level, laser level)
- Allen wrenches/hex keys

### **Power Tools:**

- Cordless drill and drill bits
- Circular saw or reciprocating saw
- Angle grinder
- Impact driver
- Jigsaw
- Heat gun

**Plumbing Tools:**

- Pipe wrenches
- Plumber's snake/auger
- Plunger
- Teflon tape

**Electrical Tools:**

- Voltage tester/multimeter
- Wire strippers
- Electrical tape
- Circuit tester

**HVAC & General Building Maintenance Equipment:**

- Ladders and scaffolding
- Shop vacuum
- Pressure washer
- Caulking gun
- Paint sprayer/brushes and rollers

**Safety Gear & Protective Equipment:**

- Hard hat
- Safety glasses/goggles
- Work gloves
- Hearing protection
- Steel-toe boots
- Respirator/mask
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**Faith-based Nonprofit:**

Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. Helping Captives' policy grants equal employment opportunities to all qualified individuals and not engage in unlawful discrimination based on race, color, national origin, age, sex, or disability.

Our designated purpose is religious, and we are a Christ-centered ministry dedicated to sharing the Gospel of Jesus Christ. We seek to help prevent human trafficking and help survivors of trafficking through the love and power of the Gospel. We consider every position in the



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organization to be essential in the fulfillment of our ministry. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must be able and willing to share the Gospel, participate in all Helping Captives ministry activities, and adhere to the Helping Captives Employee Handbook.

**Summary of Benefits**

- Two weeks of Personal Time Off (PTO) per year
- 6 Major holidays off per year
- Employee discount at Helping Captives Thrift Store