

POSITION DESCRIPTION

POSITION TITLE: *Facilities Assistant* **DATE:** *January 2024*
DEPARTMENT: *Regional Bahá'í Council of the Southeastern States* **LOCATION:** *Louis Gregory Bahai Institute*
REPORTS TO: *Facilities Coordinator* **APPLY TO:** BNO-Service@usbnc.org

OFFICE SUMMARY: The Louis G. Gregory Bahá'í Institute (LGBI) was founded in 1972 and has a long history of dedication to building unity and gathering people of diverse backgrounds to study together, serve one another and strive to bring about the oneness of humanity. LGBI is a 140-acre property of the Bahá'ís of the United States which is administratively managed by the Regional Bahá'í Council for the Southeastern States. The Chief Finance Officer of Bahá'í National Organization accompanies the task force supporting the LGBI Facilities Coordinator.

POSITION SUMMARY: The Facilities Assistant works alongside the Facilities Coordinator and contributes to ensuring the ten-building facility and its grounds are well maintained. The Assistant supports a safe and uplifting environment conducive to LGBI's purpose and helps to accomplish a full range of tasks associated with year-round maintenance and improvement of the facility and grounds. They contribute to strong, harmonious, and cooperative relationships through caring and considerate actions. The Assistant serves collaboratively with the Facilities Coordinator adhering to the facility's budget, contributing to a culture of learning, fellowship, and consultation, and modeling good character and an attitude of service.

KEY POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS: include the following. Other duties may be assigned.

1. Reflects and exhibits the high values and principles of the Bahá'í Faith in character, attitude, and behavior and contributes to a culture of unity, learning, and collaboration.
2. Engages in a consultative process and solves problems with LGBI staff, participants, and volunteers to achieve unity of thought and action, demonstrating cultural sensitivity and applying spiritual principles in attitude and behavior.
3. Participates in national, regional, and local staff meetings, study sessions, trainings, and events.
4. Builds and maintains strong, positive, and collaborative relationships while striving for efficiency and excellence.
5. Cultivates in self and others an ever-advancing understanding of what it means to represent the Baha'í Faith and the National Spiritual Assembly, Regional Council, and Regional Training Institute with dignity, tact, and courtesy.
6. Maintains a warm and friendly work environment dedicated to the service of humanity, expressed through service to participants of the Institute.
7. Assists in coordinating volunteer activities and facilities projects to improve the facilities and grounds, ensuring quality and efficiency of work and adhering to safety procedures, while providing encouragement and developing skills and capacity of volunteers.
8. Performs regular and general maintenance.
9. Inspects and maintains exterior premises daily, including removal of debris.
10. Adheres to all safety procedures in the course of day-to-day work.
11. Notifies the Coordinator of needed repairs and safety issues.
12. Consults with the Coordinator and relevant staff daily and coordinates projects.
13. Cleans the facilities and performs all custodial duties.
14. Assists with monitoring all safety and security issues for the facilities and provides timely information to relevant staff.
15. Organizes and maintains tools and equipment.
16. Maintains records of maintenance equipment and warranties.

SKILLS & QUALIFICATIONS REQUIRED: *To perform in this position successfully, an individual must be able to perform each essential function listed above satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. A Bahá'í in good standing, familiar with and engaged in the activities of the current Plan.
2. Willing to actively contribute to the Baha'i culture of learning, fellowship, and consultation, as well as model good character and an attitude of service. Behaviors that meet high moral standards.
3. Communicates effectively with clarity, focus, humility, and openness with individuals of diverse backgrounds both verbally and in writing.
4. Embodies a humble posture of learning and behaviors consistent with the Bahá'í standards and serves as a role model.
5. Experienced in consultation, harmonizing perspectives, and demonstrating cultural sensitivity.
6. Ability to work independently and in collaboration with others to solve problems.
7. Demonstrated ability to collaborate with others in an encouraging and supportive manner.
8. Demonstrates creativity, flexibility, reliability, and trustworthiness.
9. Ability to maintain confidentiality and use good judgment.
10. Able to meet diverse and changing needs while maintaining priorities.
11. Knowledge and experience in building and grounds maintenance (minimum 3 years work experience required); plumbing, electrical, and HVAC experience is helpful.
12. Knowledge and experience in safety procedures relevant to all aspects of facilities maintenance.
13. Strong organizational skills.
14. Must have a valid driver's license and driving record to meet insurability requirements.
15. Must be flexible to work different shifts including nights, weekends, holy days, and holidays.
16. Physical Requirement: While performing the duties of this position, the staff member is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. The staff member is occasionally exposed to a variety of extreme temperatures and conditions. The noise level in the work environment can be loud. The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. While performing the duties of this position, the staff member is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Occasionally required to work at heights exceeding 20 feet. The staff member must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.