



## **Facilities Coordinator**

The Facilities Coordinator is responsible for assisting the Facilities Manager at the two Atlanta Ronald McDonald Houses and should be in the House Monday through Friday from 8:30 a.m. to 5 p.m. The primary function of this position is to perform light maintenance, as needed, and to perform routine inspections to ensure all building components are in proper working order and safety standards are met. Additionally, this person helps to create and maintain a warm, comfortable, and safe atmosphere for all Guest Families, volunteers and visitors at all times.

## **Position Requirements**

The ideal candidate for the Facilities Coordinator holds a college degree with coursework in the area of engineering/facilities maintenance. In certain cases, work experience is an acceptable substitute for educational experience. Candidates are required to have excellent communication, organization, planning, time management, decision making, and problem-solving skills.

The Facilities Coordinator must be dependable and able to work with minimal supervision must be and must be an effective team player, as this person will be helping manage housekeeping staff, and supervising maintenance personnel. This position requires the individual to work evenings or weekends, if necessary, and is on-call for emergencies 24 hours a day.

Other important qualities the Facilities Coordinator should possess include: trustworthiness, friendliness, enthusiasm, tact, flexibility, assertiveness, self-motivation, and professionalism. Candidates must be in good general health, so as not to jeopardize the health and well-being of the families.

## **Benefits**

- 10 paid holidays annually
- 8 personal days annually
- Employee's health insurance premium is currently paid 100% by the Charity.
- 403(b) plan available. The Charity matches 50% of the employee's contribution (up to a 10% maximum)
- Competitive paid vacation schedule

## **To apply**

To apply, send a cover letter, resume, and three professional references with contact information (including at least two of your managers or supervisors) to Drew Bryant, Facilities Manager, at [house.operations@armhc.org](mailto:house.operations@armhc.org).

**Only applicants meeting qualifications will be considered. No walk-ins or phone calls please.**

## **The Organization**

Atlanta Ronald McDonald House Charities (ARMHC) nurtures the health and well-being of children and families through its two Ronald McDonald Houses, the Ronald McDonald Family Room, and the Ronald McDonald Care Mobile. Atlanta RMHC has grown significantly in recent years and now provides 81 family-friendly guest rooms in two comfortable, supportive Houses near Children's Healthcare of Atlanta.

Atlanta RMHC has a nurturing and supportive culture, which shows in our caring relationships with the families we serve, and among staff and volunteers. The culture of service, collaboration, and compassion is part of Atlanta RMHC's success.

Atlanta RMHC is part of a global network of Ronald McDonald Houses Charities. Each Chapter is owned and operated locally and is well-regarded within the global network.