



**JOB POSTING**  
**FACILITY COORDINATOR – DV Emergency Shelter**

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Domestic Violence Services of Snohomish County (DVSSC) is a non-profit agency working within the Snohomish County community to create an environment that is safe, responsive and supportive of individuals and/or families impacted by Intimate Partner Violence (IPV). We foster dignity, respect, hope and self-determination in everything we do. We are an inclusive organization, providing services to all ages, genders, races, religions, cultures, national origins, sexual orientations, and income levels. All services are free and confidential.

**GENERAL SUMMARY**

The Facility Coordinator maintains a safe, welcoming and inclusive facility for residents of DVS's confidential shelter who are victims of domestic violence (DV).

**REPORTS TO:** Director of Shelter Operations  
**SALARY:** \$41,600 Starting  
**HOURS:** 40 hours per week, as scheduled  
**BENEFITS:** Includes health insurance (including dental and vision), long-term disability

**ESSENTIAL DUTIES:**

- Maintain all aspects of Shelter Facility consistent with DVS policy, and any federal, state and local laws.
- Maintain facility by coordinating and scheduling with service technicians, landscapers, and contractors.
- Assure compliance with fire and health code regulations.
- Work closely with Shelter Management to maintain Scheduled Maintenance Plan – communicate shelter maintenance issues on a weekly basis.
- Oversee the licensing and general upkeep of shelter vehicles. Schedule and coordinate with all departments for the use of agency vehicles.
- Manage preventative maintenance plans including inspections of fire safety systems such as fire alarms, fire sprinklers and back flow systems.
- Perform regular walk through of shelter facility and grounds to ensure the physical appearance is meeting or exceeding agency expectations as well as inspecting for health and safety issues
- Regularly communicate and collaborate with Shelter Management, and Office Manager regarding facility maintenance and repairs.
- Purchase and keep kitchen stocked with food for shelter residents.
- Purchase and keep facility stocked with all supplies.
- Coordinate and facilitate residents with household responsibilities.
- Using security system software, keep record of all key cards/fobs issued to shelter staff and residents.
- Receive, store and distribute shelter donations throughout the year.
- Coordinate and utilize Facility volunteers to assist with shopping, organizing and cleaning projects, and other various activities.
- Assist with other agency events as directed.
- Attend staff meetings, retreats and trainings as requested by Supervisor.

- Occasionally drive clients in agency vehicle.
- Other tasks and responsibilities as assigned.

**MINIMUM QUALIFICATIONS:**

- Demonstrated sensitivity to victims of Domestic Violence and their children
- Experience in facilities management or hospitality industry
- Experience working with diverse populations
- Demonstrated skill in written and verbal communication
- Ability to succeed in a fast-paced, time-sensitive position
- Able to work collaboratively and productively as part of a flexible team
- Demonstrated experience in prioritization and strong problem solving skills
- Procedure creation and follow-through skills
- Ability to maintain strict confidentiality of client and agency information
- Basic computer skills including Microsoft Office, working knowledge of Internet, e-mail and ability to learn new programs
- Valid Washington State Driver’s License
- Alignment with DVS’s Mission, Vision, and Values Statement\*
- Ability to stand; walk; sit; use hands to finger, handle, or feel; reach and extend with hands and arms; push; pull; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

This is a full time, hourly position reporting to the Shelter Manager. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* <http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>