



Position: Facilities/Farm Associate
Classification: Regular Part-time (*Non-Exempt*)
Location: Monroe, WA
Reports to: Facilities Director

The Facilities/Farm Associate is responsible for assisting the Facilities Director with general property, building and equipment maintenance at the 85-acre farm animal sanctuary and annex properties located in Monroe, WA. This is a part-time position working approximately 20-30 hours per week and allowing for schedule flexibility.

Responsibilities include general maintenance and improvement of buildings, structures, fencing, pastures, equipment and vehicles as assigned. Specific duties may include, but are not limited to:

- Maintenance of outdoor and pasture areas using appropriate tools and equipment;
- Minor plumbing repairs;
- Assisting with Maintenance of septic and water systems;
- Troubleshooting and general maintenance/upkeep of small equipment;
- Repairs and installation of pasture fencing as required;
- Assembly and installation of new furniture, fixtures and office equipment as required;
- Assist with maintaining shop area in an organized and clean manner;
- Working with volunteer groups on occasion to coordinate and complete various projects around the sanctuary;
- Promptly reporting any problems, concerns or maintenance needs to the Facilities Director;
- Responding to facilities emergency situations (such as power outages, low water alarms, etc.) in the absence of the Facilities Director

Minimum Qualifications:

- Basic knowledge of facilities operations including mechanical, electrical, carpentry and plumbing a must. **Minimum one year of related experience is required.**
- Must be comfortable working outdoors in a fast paced and diverse environment and around a variety of farm animals;
- Must be a self-starter; able to prioritize effectively; be detail oriented and able to understand and accurately follow directions;
- Must possess strong organizational skills, strong written and oral communication skills, and be able to write legibly;
- Must be dependable and have reliable transportation;
- Working knowledge of Microsoft Office Word preferred.

Other Requirements:

- **People Skills:** Must be able to work effectively and compassionately with all personality types; convey a positive and upbeat attitude and demonstrate a calming influence during stressful situations (e.g. animal emergencies, etc.); must be engaging and patient with volunteers.
- **Other requirements:** Must have a genuine interest in animal welfare and be willing to perform a variety of daily physical tasks in all types of weather and conditions. **A valid WA State driver license and clean driving record is required.**

Employee Benefits:

- Paid Sick Leave, accrued according to schedule
- “At cost” veterinary care & pet supplies for personal pets, when possible
- Paid holidays, depending on regular work schedule
- Supplemental insurance benefits (optional) – (*not group health*)
- Flexible work schedule

To apply for this position, please email your resume and brief cover letter to HumanResources@Pasadosafehaven.org. Only candidates selected for an interview will be contacted.