



ADRN Warehouse/Facilities Assistant Job Description

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. The ADRN Operations Team is in need of a part-time (20 hrs/wk) Facilities / Warehouse Assistant in support of the equipment maintenance, regularly scheduled facilities requests, and the additional requests needed in support of the new building. (Note: The equipment includes trailers, trucks, box trucks, forklifts, generators, and the equipment assigned to the Rapid Deployment Shelter.

PROJECT:

This job is a component of ADRN's Prepare Greater Austin Fund project. This project is currently funded through early 2024 and may be extended as necessary if donated funds permit.

RESPONSIBILITIES:

- Perform basic electrical, plumbing, painting, carpentry, and HVAC maintenance and repairs on the facilities.
- Perform grounds landscape and maintenance.
- Repair and maintain office and warehouse equipment and machinery as required. (i.e. build cubicles, repair office furniture, etc).
- Work with the Facilities / Warehouse Manager to find and coordinate outside contractors for larger projects as needed.
- Coordinate with 3rd party cleaning vendor(s) to address scheduled or required services within our building as needed.
- Day-end cleaning of facilities, warehouse & work areas.
- Troubleshoot office equipment and security systems as related to building access, alarm, and fire.
- Available and "On-Call" for any intermittent notifications or third-party contacts related to emergency systems.
- Repair and maintain warehouse equipment and machinery as required (i.e. service forklift, Big Joe, chainsaws, etc).
- Receive inventory into various warehouse areas when required. May assist with monthly inventory count and reconciliation.
- Stocking of received product and/or donation from the loading dock to the correct location in the warehouse.
- As required, pull, check, and pack products for accurate fulfillment and safe delivery of orders.

- Help coordinate with outside contractors, and drivers from various delivery companies as required during disaster relief (e.g. prepare donated goods to disaster affected areas).

QUALIFICATIONS:

- Background facilities maintenance and warehouse skills.
- Background in vehicle maintenance.
- Must be able to work independently and maintain a high level of productivity.
- Detail-oriented and problem-solving abilities.
- Strong interest in professional improvement.
- Good physical stamina and condition to allow for walking, bending, reaching, carrying, and other movements continuing throughout the workday. May be required to stand for long periods of time.

WORK ENVIRONMENT:

- This is an onsite office-based position at ADRN HQ, with the ability to work from home up to 1 day per week with Warehouse/Facility Manager permission.
- The physical demands of the job are those typical of an office environment.
- Employees may be asked to participate in field response efforts when the organization is supporting active disaster responses.

KEY EXPERIENCE:

- Excellent interpersonal skills
- Resourceful and innovative problem-solving skills
- General building repair and maintenance knowledge

Organizational Expectations of Staff:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: HR@ADRNTX.ORG