



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

FACILITY OPERATIONS MANAGER JOB DESCRIPTION

DEPARTMENT: Operations

REPORTS TO: Vice President Marketing & Operations

STATUS: Full-time

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday regular office hours; plus flexibility for events

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Facility Operations Manager is primarily responsible for the facilities, in partnership with the front desk team, ensuring efficient operation for the Program Training Center (PTC) responsible for a wide variety of general facility operations including security, maintenance coordination, set up and tear down for internal events. The role is also responsible for coordination of directly operated sites maintenance.

ESSENTIAL JOB FUNCTIONS

- Coordinate all areas of PTC physical needs working with VP of Marketing & Operations, CEO Executive Assistant, property management and vendors being hands-on as needed
- Serve on the security task force
- Create and execute processes to ensure community and meeting rooms are set to specifications for internal and external guests, including room set and clean up, training users on basic use of sound system and AV equipment, coordinating staff support as needed, etc.
- Maintain existing systems and train new staff on systems such as TEEM, network access, temperature control, 3CX, etc. in partnership with IT support
- Partner with VP Marketing & Operations to manage a variety of vendor relationships
- Perform other duties and responsibilities as assigned

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Minimum 2 years' experience providing leadership, administrative support and coordination, preferably in a non-profit or faith based organization; demonstrating excellent problem solving skills and initiative
- Physical ability to arrange training space for events
- Proficiency in Microsoft Office Suite
- Team orientation with strong organizational and time management skills
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality