

TOOLBOX PROJECT

SHARE | BUILD | TRANSFORM

Operations Manager, Part-time, Temporary

Do you like serving the community? Are you good with people? Are you a creative, flexible problem solver? Do you have organizational skills and know something about tools? You may be the right person to oversee operations for the ToolBox Project, a growing Eugene nonprofit located on the Friendly Street Church of God property, 2235 Friendly St., Eugene, 97405.

The ToolBox Project serves the Eugene-Springfield area by providing members with low-cost access to building, repair, auto, and garden tools to transform their homes, businesses, and neighborhoods. Our goal is to help individuals, families, and neighborhoods thrive by creating a space and service, so we can share, build, and grow together.

Duties

Volunteer & Intern Management

- Recruit, train, place, schedule, supervise and support volunteers and interns
- Take a personal interest in volunteers and interns, and assure they are recognized and thanked, and that their experience and input is used to continuously improve the ToolBox Project

Tool Inventory & Tool Library Management

- Develop and maintain systems (or work closely with volunteers who perform these tasks) for screening, acquiring, sorting, preparing, loaning and returning tools and other materials
- Inspect tools and perform simple maintenance – work with Tool Maintenance Volunteers for more complex repair and maintenance issues
- Oversee building and site maintenance
- Develop and maintain a safety program and an emergency preparedness program including appropriate written materials, permissions, and supplemental training & resources. These tasks may be assigned to an intern with supervision by the Operations Manager

Entrepreneurship & Planning

- Work with ToolBox Project Board and Fundraising Committee to develop and implement new revenue streams
- Develop strategic initiatives in collaboration with board and committees
- Conduct feasibility studies for program expansion, including educational opportunities and satellite locations

Administration & Finance

- Establish and maintain systems for organizational materials and archives
- Work with ToolBox Project treasurer and bookkeeper to provide bank deposit and expense receipts in a timely and accurate manner

ToolBox Project

<http://www.eugenetoolboxproject.org>

Toolbox Project is an Equal Opportunity Organization

Community Relations

- Maintain good relationships with Friendly Street Church of God staff and members, adjacent neighbors, volunteers, ToolBox Project members and donors
- Facilitate collaboration with other groups to further mission of community-building through sharing and access
- Improve participation by those who may be underserved by the ToolBox project
- Produce social media content

Knowledge, Skills, & Abilities

- Ability to maintain a pleasant, professional, and service-oriented environment
- Be able to model expected behavior for colleagues, and promote teamwork
- Broad knowledge of common hand and power tools, with an ability to safely operate and demonstrate their use
- Proven leadership skills
- Excellent written and oral communication skills
- Must be able to speak, read and write English legibly - bilingual a plus
- Ability to work independently and take direction
- Ability to maintain positive, productive attitude with members and other stakeholders
- Basic math skills
- Experience with website builders such as Weebly or WordPress, and familiarity with social media

Job Requirements

- Lifting 10-30 pounds frequently, 50 pounds occasionally
- Hours: Saturdays 8:30 AM - 12:15 PM and Thursdays 4:30 PM - 7:15 PM, remaining hours are negotiable
- Standing, stooping, bending, walking, and carrying

Reports to: ToolBox Project Board and provides quarterly reports to the Operations Committee

Hours & compensation

- 24 hours per week
- \$18.00 per hour

Benefits

- PTO Policy is included
- There currently are no health or retirement benefits attached to this position
- The ToolBox Project has a small office and workshop space, which the operations manager may use as his/her main place of work - telecommuting outside of open library hours is also acceptable.

Please email a cover letter and resume to humanresources@eugenetoolboxproject.org by January 31, 2018.

Final candidates can expect to have references checked and background check conducted.

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