

THE WHIDBEY INSTITUTE

POSITION OPENING

Title: Facilities Steward

Compensation: \$50,000-53,000, 32 hours per week.

Location: Onsite. The Whidbey Institute, Clinton, WA

Application deadline: Priority submission May 24th, 2023. Position open until filled.

[APPLY HERE](#)

WHO SHOULD APPLY

You have experience as a general maintenance manager with basic carpentry skills. You are versatile, and can focus on the details of a specific project while also keeping the larger vision at hand. You have the ability to manage multiple projects at varying stages of development. You are comfortable handling emergent issues and can balance competing commitments. You are comfortable working alone, but thrive within a team. Technical problem solving and communication skills are a must.

KEY RESPONSIBILITIES AND ROLES

This position requires the ability to adapt to constantly shifting work scenarios within tight timelines and multiple constraints. The person in this role has the ability to work outside of the traditional 9-5 workday including some weekends.

Buildings, Operations and Road Maintenance

- Ensures that all facilities, including all exteriors and interior structures and equipment are safe and well functioning.
- Maintains roads and vehicles.
- Inspects buildings' structures to determine the need for repairs or renovations.
- Reviews utility consumption and strives to minimize costs and environmental impacts.
- Problem solves, plans and coordinates projects with Place Team and selects and supervises all external contractors (Plumbers, electricians, road maintenance, etc)
- Responds to maintenance requests identified by guests and other staff.
- Budgets for facilities maintenance and upgrades.

General Maintenance

- Performs painting and basic carpentry projects and minor fixes such as repairing broken locks, filling gaps on walls, etc.
- Manages the upkeep of equipment and supplies to meet health and safety standards.
- Spearheads carbon footprint reductions and other sustainability projects.

You may experience the following physical demands for extended periods of time:

- Working outdoors, including frequent exposure to seasonal weather conditions.
- Sitting, walking and standing, including walking up and down steep hills and stairways.
- Lifting, carrying, pushing or pulling objects up to 40 pounds.
- Working on a ladder.
- Driving a golf cart, truck or van. Must have a valid driver's license.
- Willing to be trained on chainsaw operations.

ABOUT WHIDBEY INSTITUTE

Whidbey Institute is a home for transformational learning and a 501(c)(3) nonprofit. Our mission is to nurture the conditions for transformational learning, and our purpose is to be a Place for those called by the responsibility and transformative potential of these times.

We partner with a network of program leaders working in the areas of generative leadership, ecosystem vitality, community resilience, and more to offer one-day and multi-day workshops, conferences, and retreats. Our 106-acre conservation forest campus on South Whidbey Island is open to the public and features integrated gardens and a four-mile trail network.

The Whidbey Institute is committed to the principles of equal opportunity. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

ORGANIZATION AND CULTURE

In response to the world's need for systems that liberate more human energy for the work that matters most, we have grown into a unique (and rather

remarkable!) structure. We use the [Holacracy](#) Constitution to govern our operations and an explicit Social Agreement to consciously evolve our culture. We invite applicants with experience or interest in self-organization and distributed leadership who are willing to learn new ways of organizing how we work together. Our system relies upon each of us within the organization to sense and respond to challenges, tensions, and opportunities with creativity, resourcefulness, and whole-hearted presence. We value open communication, inclusivity, and equity. There may be a steep learning curve, and you may have many of your assumptions about organizational life challenged. We look for team members that are invested in further developing their interpersonal skills, and are committed to self-reflection and continuous improvement in their work.

COMPENSATION AND BENEFITS

The regular hours for the position are 32 hours per week. Flexible work schedule. Must be able to work weekends and holidays, and some evenings.

The benefits package includes paid vacation/paid holidays/paid sick leave, a sabbatical policy, professional development stipend, and subsidized attendance to Whidbey Institute offerings. *This role requires you to be primarily on-site at Whidbey and may include housing as part of the compensation package.*

TO APPLY

Step 1: Fill out the [application form](#).

Step 2: Email work@whidbeyinstitute.org with the following:

- A resume
- A letter of interest highlighting the following:

What interests you the most about the Facilities Steward role at the Whidbey Institute?