

## Tenacre Foundation Job Description

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**Job Title:** Assistant for Properties Manager and Lead Designer

**Ministerial Designation:** Non-ministerial, non-exempt

**Department:** Properties Team and Design Team

**Reports To:** Properties Team Manager and Lead Designer

**Prepared Date:** March 12, 2019

**Summary:** The Assistant position supports the Mission and Ministry of Tenacre by assisting Properties Manager and Lead Designer in all aspects of supporting the activities of the Properties Team and Design Team. Works with staff, residents, and contractors in a spirit of cooperation that supports the mission statement of Tenacre in morality, integrity, honesty and speech.

### Competencies

**Communication Skills:** Communicates and responds to others (one-on-one or with a group) in a non-hierarchical manner with warmth, respect, integrity, and patience; maintains confidentiality; follows written or oral instructions; replies to inquiries and completes requests both on a timely basis; follows-up appropriately on requests made of others; has excellent writing skills that shows conciseness, accuracy and graciousness. Always accessible by phone, texting, or emailing.

**Quality Management:** Demonstrates consistent thoroughness, accuracy and orderliness, as well as initiative and creativity. Manages time and competing demands effectively. Demonstrates attention to detail.

**Judgment:** Takes appropriate initiative; makes sound, accurate, and timely decisions; includes appropriate people in decision-making process; can work with little or no supervision, given proper instructions.

**Resilience:** Responds positively to changes and maintains poise, focus and flexibility, especially when encountering challenges.

**Technical Skills:** Utilizes technology and equipment (including computers, phones, pagers, labelers, two-way radio systems, copiers, fax machines, scanners, cameras, time clocks) skillfully related to Projects information plus other needed technology with software programs including Outlook, Word, Excel, and internet browsers. Demonstrates aptitude for learning a variety of computer programs through in-person or online video training.

**Teamwork and Collaboration:** Works cooperatively with others toward accomplishment of shared goals; knows when to ask questions, when to lead and when to follow; demonstrates effective relationship building within the Properties and Design team and throughout Tenacre.

**Self-awareness and development:** Continually builds own knowledge and expertise; leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project; sets high expectations for oneself and achieves them regardless of the barriers; demonstrates a passion for one's work - enjoys working hard and is full of energy.

**Essential Duties and Responsibilities include the following: (Other duties may be assigned.)**

#### Design Team work

- Helps with putting up paintings, moving furniture, and moving purchased items
- Documents design choices into database and excel spreadsheets

- Paints color samples for projects and supports choices made
- Assists with shopping
- Lifts and moves items as rooms are redecorated
- Keeps Design Team studio ordered
- Helps with maintaining inventory of décor items
- Maintains clear and organized documentation of purchases, orders, quotes and invoices
- Assists with simple furniture assembly
- Assists with recording and receiving package, product quality, delivering to locations
- Helps with free cycling of furniture

### **Properties Team work**

- Graciously welcomes contractors, visitors and staff
- Works with contractor invoices
- Initiates and responds to emails as appropriate
- Sets up appointments
- Is present with contractors when they are on property
- Communicates with Manager as needed
- Helps with office paperwork, payment, deliveries
- Maintains clear and organized documentation of purchases, orders, quotes and invoices
- Supports the interior and exterior needs at Meadow Lane and Foxcroft

### **Physical**

Able to lift up to 50lbs.

### **Safety**

Is well-versed in and follows Tenacre's safety program procedures and policies

### **Qualifications**

To perform this job successfully, an individual must be fluent in English for speaking, reading and writing, and is able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

- Experience and/or interest in interior and exterior beautification
- Experience in multitasking and managing numerous projects at once
- Five years experience in using computer technology, including email and text messaging, word processing, database and spreadsheet software, internet use, digital camera use, and other office systems
- High school diploma or equivalent
- A state issued driver's license
- Membership in The First Church of Christ, Scientist, preferred