



Sacred Earth Foundation

Ekone Ranch... a place for children of all ages

Ekone Ranch Facilities Assistant Position

Posted January 25, 2017

Sacred Earth Foundation, more commonly known as Ekone Ranch, is looking for a talented handyperson to join us in the role of Facilities Assistant. This is a great opportunity to be part of a dynamic, hard-working, fun-loving community committed to caring for the Earth.

Organizational Context

Sacred Earth Foundation is a 501(c)3 nonprofit organization with the mission to hold Sacred Earth lands in trust, steward with reverence, and teach sustainable living to children of all ages. Currently, SEF stewards just over 1000 acres of pine forest and oak savannah in the upper Rock Creek watershed, about 15 miles east of Goldendale, WA.

Our largest program is a children's overnight camp running 9 weeks in the summer, with a focus on horseback riding, wilderness skills, nature immersion, homestead crafts, ranch work projects, community-building, and of course, a lot of fun. The Facilities Assistant is instrumental in this and other programs; ensuring that all facilities are safe and well cared-for, working with camp staff on a daily basis to address any facilities issues, and periodically helping to lead ranch projects with the children and support staff.

In the spring and fall we host a variety of school field trips, educational programs, retreats and quests for adults and youth. We also host several fundraising events per year, and several weekend workparties per year. Generally, we have at least one program per week from March through November.

We also operate a certified Conservation Burial Ground cemetery on 20 acres of this land.

Applicants should visit www.ekone.org to familiarize themselves with our mission, vision, values, and programs prior to applying.

Organizational Culture and Community

We are a multifaceted community, comprised of a Board of Directors, a year-round on-site staff team, seasonal staff members who work at summer camp and other programs, short and long term volunteers, and a host of other donors, volunteers, and supporters who call this place a home. As an organization, we value personal responsibility, collaboration, and initiative in caring for this place, with each of us giving more than we take. We also promote deeper relationships with self, with others, with the earth and with all of life, and commit to conflict

evolution and resolution to embrace interpersonal challenges as opportunities for growth. We practice and teach compassionate communication, constructive team work, creative problem solving and work as play. We value open communication, and commit to giving and receiving feedback with compassion, kindness, vulnerability, and a spirit of generosity. We value inclusivity, equity, and non-violence, as well as tenacity and commitment in the fulfillment of our purpose.

This job requires the Facilities Assistant to live on-site and participate in the year-round residential community of staff and volunteers (currently comprised of 7 people, and typically somewhere between 5-9 people) and to abide by all community policies and agreements, as well as employment agreements. Community policies and more information about the community will be sent to applicants before their first interview. We are especially interested in applicants for this job who have some experience living/working in community, are excited and inspired about living/working in community, and have had training or experience in proactive non-violent communication and/or conflict resolution as part of personal and professional work.

Note that we are also searching for an Administrative Assistant to join our team. It is possible that these roles could be gracefully filled by a couple, or (less likely) one person. We are also open to families. We're excited to invite some new faces into our community, and look forward to exploring possibilities with you!

Role Accountabilities

The Facilities Assistant will work as part of a team alongside the current Facilities Manager, who will be gradually scaling back direct involvement in facilities projects in order to assume more responsibility for program direction. Other members of the team include a resident facilities advisor, long-term interns, and the Infrastructure Committee of the SEF board. This team is responsible for year-round maintenance and improvements on the ranch, including fencing (electric, barbed wire, and post-and-rail), basic carpentry, plumbing and electrical repairs, vehicle and equipment maintenance, putting in firewood, road maintenance, grounds care and landscaping for fire-prevention and invasive-species eradication, and care of our off-grid power and water system, including solar and diesel generator power. Forestry work may be included in the Facilities Assistant workload depending on aptitude and experience. The facilities team also creates annual and project-based budgets for maintenance and improvements, orders necessary supplies and fuel, creates and maintains records, cultivates positive relationships with collaborating local businesses, and manages volunteers and outside contractors.

The Facilities Assistant will work closely with the current Facilities Manager to make and then complete weekly, monthly, and yearly plans for facilities maintenance and upgrades, and take initiative on important projects as well as day-to-day maintenance. This role includes supervising and working with interns (3-12 months), individual volunteers, and workparty groups on ranch projects, ensuring that all have a positive and productive experience here.

Desired Qualifications and Qualities

We are looking for someone who already has a variety of DIY and homestead skills, but we're aware that the range of applicable skills is broad – we don't expect you to be an expert in every area below, and there will be plenty of on-the-job training. Creative problem solving, willingness to learn, research skills, and effective delegation will be key. The right fit is more important to us than the perfect resume. That said--we are particularly looking for someone with a strong background and skills in the carpentry/building trade.

Applicable skills:

- Construction/carpentry
- 110/220 AC electrical maintenance; basic "house panel" maintenance and repairs
- Off-grid DC electrical maintenance including PV panels, batteries, inverter, and diesel generator
- Plumbing, including Pex, PVC/CPVC, and ABS, as well as a wastewater/septic system
- Small gasoline engine use and maintenance (weedwhackers, lawnmowers, etc)
- Diesel engine maintenance (generator, truck, tractor)
- Livestock fencing (hard wire/wood fencing and temporary electric fencing)
- Safe chainsaw use and maintenance
- Tree-felling, limbing, and bucking
- Safe and competent use of power tools including: table saw, radial arm saw, Skill saw, drill press, Sawzall, belt sander, and cordless drill
- Driving stick shift, and ability to pull/back a small trailer

Required qualifications:

- Valid driver's license and good driving record
- Ability to pass a criminal background check, as we routinely work with children
- Ability to lift at least 80lbs comfortably, and work 8-12 hour days outside in all weather when necessary
- Basic computer skills: email, Word, and basic Excel at a minimum
- Demonstrated ability to both take direction and be self-directed; to work both independently and as a team
- Enthusiasm and experience in leading 1-10 volunteers on ranch work projects
- Excellent creative problem-solving skills
- Professional and engaging demeanor in representing this organization to the public
- Willingness and enthusiasm for keeping a flexible, somewhat on-call schedule, and ability to work most weekends, especially March-November, and have days off be on weekdays

Compensation and Benefits

This would start as a $\frac{3}{4}$ time position (32 hours per week, year-round), with the opportunity for the right person to transition into a full-time, salaried Facilities Manager in 1-2 years.

The hourly wage for this position \$12/hour. Housing is provided, as are basic utilities and an open invitation to participate in meals during many programs. Other benefits include a health care stipend of \$75 per bi-weekly pay period, and 2 weeks paid time off in the first year of employment, three weeks in the second year, four weeks annually thereafter.

Starting Date

We hope to have a new hire begin this job in March, for an adequate training and orientation period before our busy camp season begins.

Application Process

To apply, please send **a letter of interest, resume, and three references** to shonie@ekone.org.

Position is open until filled – applications for the first round of consideration are requested by **February 15, 2017**.