



Position: Project Manager

This is a temporary, part-time position to manage all aspects of a six-week (approximately) pilot project focused on providing essential household furniture to low- and no-income residents of the Tree Streets area of Lewiston (Maine) during July to mid-August 2024. Daily operations include temporarily storing donated furniture in local warehouse space and working with staff, volunteers and case managers to distribute it to clients referred to Furniture Friends.

Qualifications: The Project Manager is essential to the successful implementation of this pilot project. S/he/they must have a background that would enable them to oversee and manage a busy furniture acquisition and delivery program. They must be a strong communicator, organized, able to multitask, comfortable supervising, working with people from different backgrounds and able to represent Furniture Friends in a variety of settings. Proficiency in a language other than English is a plus but not required. Basic computer skills (i.e., use of Google docs, Word, Excel) are a must as well as a friendly and positive, customer service-oriented attitude, a sense of humor and desire to help those in need. Experience and/or a willingness to learn and understand issues around racial equity and the strengths and challenges of under-resourced communities is required. In addition, the Project Manager must hold a valid driver's license, have a clean driving record, a proven ability to drive a 16' box truck, and the ability to lift 40 pounds.

Reporting: The Project Manager reports to the Executive Director.

Additional Requirements: The Project Manager must complete a background check as well as a driving record check.

Location: The Project Manager will work primarily from the warehouse space in Lewiston (to be determined) with some possibility of remote work.

Dress Code: Business casual.

Compensation: \$25-28 per hour for 25-30 hours per week

A resume and letter of interest must be sent to info@furniturefriends.org. Position will remain open until filled. Furniture Friends is an Equal Opportunity Employer and encourages diverse candidates to apply. Preference will be given to applicants from the Tree Streets area of Lewiston or the Healthy Neighborhood Network.

Furniture Friends is a nonprofit organization that provides donated furniture to low-income individuals and families in southern Maine. With ongoing support from the community, we work toward our vision of "Creating Homes. Rebuilding Lives." Since 2012, Furniture Friends has provided donated furniture to over 13,000 people in southern Maine lacking the resources to purchase furniture on their own.

P. O. Box 631, Westbrook, ME 04098
<https://furniturefriends.org>

Furniture Friends is a nonprofit 501(c)(3) organization dedicated to acquiring and delivering donated furniture to people in need.