



FACILITIES COORDINATOR

GENERAL DESCRIPTION

This part-time position oversees the day-to-day upkeep, repairs and maintenance of the church building and grounds, keeping the campus clean and inviting at all times. Part of your job will be to check devices, structures and systems (e.g. fire alarms and air conditioners) on a regular basis and identify needs for repairs and renovations. The Facilities Coordinator will recruit volunteer support and develop short and long-term plans for the continued upkeep of the campus. You will also coordinate with external vendors as required and conduct cost analyses when purchasing new systems or services. This position requires a person who is well-organized and able to prioritize multiple assignments. You should also have good knowledge of basic office equipment.. The Facilities Coordinator supervises the custodial staff and adequately staffs and prepares the facility for ministry programs, church, and community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras)
- Check rooms and furniture to identify needs for repairs or renovations
- Design and oversee the schedule for cleaning and disinfecting the building
- Monitor activities that happen outside the building, such as proper waste disposal and recycling
- Keep track of regular and ad-hoc facility expenses
- Conduct market research and compare costs and benefits when evaluating new vendors
- Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards)
- Research new services and appliances to facilitate operations
- Ensure compliance with health and safety regulations

REQUIREMENTS

- Work experience as a Facilities Coordinator or similar role
- Familiarity with security systems
- Understanding of safety regulations in offices
- Well-organized
- Work directly with staff and volunteers for setup/tear down of church events and building functions.
- Regularly inspect the church premises for areas of need or concern.
- Flexibility on schedule and weekend availability for worship, special events, and the potential of facility emergencies.
- Expertise in the areas of custodial care and maintenance, grounds, building operations, and mechanical systems.



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REQUIREMENTS (CONTINUED)

- Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteers or outside vendors for needed repairs and replacements. When necessary, contact outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Organize and retain maintenance records for the building, contacts of outside vendors/volunteers, and annual/seasonal maintenance checklists.
- Implement a team approach to ministry – engaging and utilizing church volunteers to facilitate needed improvements or ongoing maintenance (i.e. scheduled work days, life group serving opportunities, etc.)
- Ensure the facility and grounds are clean, attractive, uncluttered, and well maintained inside and out. Manage the gardener/s to ensure completion of basic functions such as cutting grass, care of flowerbeds, weeding, etc.
- In conjunction with the key staff and volunteers, develop and oversee long and short-range plans for preventative maintenance and anticipated replacements and repairs.

MINIMUM QUALIFICATIONS

- General knowledge of building and equipment maintenance, general carpentry, plumbing, electrical, and custodial skills (i.e. disinfecting, floor waxing, carpet cleaning, etc.)
- Self-directed and able to complete all custodial duties with little or no supervision.
- Must be flexible and willing to adapt to varying schedules and level of work required from week-to-week.
- Basic computer and e-mail skills and familiarity with MS Word and Excel. • Able to physically be at the church in 30 minutes or less.
- Commitment to the vision and values of New Hope Community Church.
- Must have good planning and organizational skills, and be able to prioritize competing demands.
- Must be a self-starter who is also comfortable working with others. • Must be able to lift up to 30 pounds
- Effective communication skills, both verbal and written.

HOURS

- This is a part time job of 30 hours a week, but will occasionally require additional hours

REPORTING

- This position reports directly to the Senior Pastor

HOW TO APPLY

Please submit your resume and cover letter to our Office Manager, Johana Flores, by email: churchoffice@go-newhope.com