

# Spencer Christian Church

---

## FACILITIES/EVENTS COORDINATOR

### Job Description

---

Job Title: FACILITIES/EVENTS COORDINATOR

Reports To: Executive Minister – Operations

Position Status: Full Time

Position Category: Support

Purpose: The Facilities/Events coordinator is responsible for assuring successful operation and function of the church's building and grounds in support of its mission.

This may be accomplished by:

1. Completing and/or overseeing maintenance of all systems for plumbing, electrical, HVAC (heating ventilation air conditioning), security, lighting, and fire safety.
2. Completing and/or overseeing custodial and facility scheduling needs.
3. Coordinating all needs for Church events and any outside groups that may be using our facilities.
4. Having a working knowledge of carpentry, painting, and masonry work to maintain the interior and exterior of the church.
5. Collaborating with staff and non-staff individuals, facilitating for them in a variety of events.
6. Clearly understanding this position is full time with hours determined by church calendar needs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Specific Duties:

The Facilities Manager is responsible for completion or oversight/recruitment/scheduling of completion of the following:

Facilities Maintenance/Janitorial Responsibilities:

1. Perform and document preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of equipment and systems;
2. Complete in-house system, facility and equipment repairs when possible;
3. Assess system breakdowns and determine the kind of repairs that are required;
4. Determine and oversee the custodial needs of the Church's facilities including recruitment and oversight of volunteers.
5. Check restrooms and replace paper towels and toilet paper daily;

6. Remove kitchen trash to the dumpster as needed but especially after food is served to large groups;
7. Shampoo carpets/wax floors as needed,
8. Change light bulbs as needed;
9. Police the grounds daily;
10. Schedule outside vendors, when necessary, to meet on site, review system failures, request estimates, authorize and oversee repairs;
11. Manage facility request
12. Oversee facility needs and set up (including but not limited to chairs/tables) for ministry and non-ministry sponsored events.

#### Administrative Responsibilities:

1. Meet deliveries and escort vendors to the appropriate room to unload bulk items;
2. Communicate regularly with staff members and participate in regular meetings to coordinate schedules and assure readiness of the facility for all activities;
3. Serve as the staff liaison with deacons, trustees and volunteers to schedule and perform in-house repairs and maintenance;
4. Work with lay leaders and volunteer workers in support of regular activities and special projects;
5. If needed, meet with building inspectors and resolve any deficiencies;
6. Serve as purchasing agent for the facility needs of the church.
7. Oversee the facilities budget.
8. Schedule and administrate church facility usage maintaining clear communication with all parties involved.
9. Oversee and coordinate lock up of facilities and;
10. Any other duties as required

#### Minimum Qualifications:

1. Possess knowledge and practical skills of carpentry, plumbing, electrical, masonry, painting, electronics, and telecommunications work;
2. Demonstrate interest in researching appropriate new applications or upgrades;
3. Demonstrate high level organization skills and attention to detail;
4. Possess maturity and flexibility in working with a diverse membership with competing priorities;
5. Possess strong interpersonal skills, including verbal and written communications with staff, members, volunteers and vendors.

### **PERSONAL QUALIFICATION:**

#### CHARACTER TRAITS AND EXPECTATIONS:

- Desire to continuously learn and serve others.
- Have a caring heart and desire to help others grow in Christ.
- Honest and trustworthy.
- Integrity for work habits and results.
- Ability to discern needs and respond appropriately, sensitively and proactively.
- Ongoing personal desire and effort to grow more Christ-like in character.

- Able to keep high level of confidentiality.
- Strong listener.
- A well-grounded faith in Jesus Christ, agreement and acceptance of SCC policies and practices including the signing of SCC statement of Faith.
- Preferred to be a member of Spencer Christian Church.
- While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are ministry oriented and for the purpose of spreading the good news of Jesus Christ. An employee must exemplify the moral teachings of Christ and His church.

SKILLS AND TALENTS:

- Demonstrate leadership skills.
- Knowledgeable concerning relevant legal and ethical issues.
- Possess good oral and written communication skills.
- Able to multi-task and maintain composure under pressure.
- Begin and end projects within a reasonable timeframe.
- Self-starter, needing minimal supervision.
- Works well with others and within a team.
- Energized by non-routine assignments.
- Creative and innovative.
- Align with organizational vision, goals, values, and policies.
- Proficient with current technology and communication tools.
- Working knowledge of carpentry, painting, electrical, HVAC and masonry work.

EDUCATION:

- High School Degree or GED