



Part-Time Facilities Coordinator

Job Title: Facilities Coordinator (Part-time)

Reports to: Director of Operations

Timeframe: Spring 2018

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

POSITION SUMMARY

The Facilities Coordinator is responsible for maintaining a safe and welcoming space for worshiping and spending time in fellowship with the Restoration community. Supporting the Director Operations, the Facilities Coordinator functions as the main point of contact for all facilities inquiries, escalations, maintenance, and repairs.

Details of the Position

The Facilities Coordinator position is a part-time, hourly position, up to 20 hours a week. The ideal candidate has flexible hours and is able to respond to emergencies when they arise. The Facilities Coordinator would work alongside the Director of Operations to set his or her hours to ensure that someone is always on-call for emergencies and the needs of the facility are met in a timely manner.

KEY RESPONSIBILITIES

Liaise [6 hours]

- Chair the Facilities Team comprised of volunteers. Liaise between staff and the team.
- Recruit, schedule, and supervise volunteers in efforts to care for the facilities and host events within the facility.
- Field usage requests, apply the facilities policy, coordinate with the facilities team when new usage policies and procedures are necessary, liaise with Director of Operations and Vestry, if necessary, when requests are unclear by the policy's standard.
- Maintain the ongoing facilities budget: Liaise with Director of Operations and Vestry on all unscheduled budgetary spending. Write memoranda and motions for approval of spending.

Schedule [1-2 hours]

- Oversee space scheduling, space preparations (tables, chairs, A/V equipment), facility and equipment user training.
- Schedule staff or volunteers to be present when outside groups are at Restoration
- Coordinate custodial staff based on needs of facility.
- Coordinate other vendors as necessary.



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Maintain [2 hours]

- Manage and oversee key and security system procedures including, but not limited to, managing key and code inventory, tracking and training users, interacting with security company, scheduling repairs, and documenting trouble.
- Oversee the purchase and stocking of custodial supplies, paper goods, cleaning supplies, and facility items.

Repair [3-5 hours]

- Field maintenance and upgrade requests: act as primary customer service point of contact for users. Raise requests to facilities team if necessary.
- Manage a volunteer list for maintenance and other skilled and unskilled work. When necessary, assess skillsets and provide training.
- Manage vendors: maintain a vendor list, collect estimates for necessary work, project manage work contracted by the facilities team (note short AND long-term contracts).

Respond [2-3 hours]

- Respond to facilities emergencies including alarm calls outside of business hours.
- Respond to immediate facility needs.

POSITION REQUIREMENTS

The ideal candidate will possess the following:

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Ability to work well in a team with both staff and volunteers
- Demonstrated success in situations which require initiative and an entrepreneurial spirit as well as an ability to work independently
- Excellent organizational skills
- Excellent written and verbal communication skills
- Strong time-management skills
- Bachelor's Degree or equivalent experience in related job activity
- 2 years of experience in similar role or equitable cumulative experience with similar responsibilities