

Facilities Coordinator

Accountable to: Administrative Director

Job Type: Non-exempt, 30 – 40 Hours/week

Overview:

The Facilities Coordinator position is vital to the ongoing success of Crossroads' ability to live into our vision to focus on family, serving in our community, unlimited welcome, and team based ministry. The primary purpose of the Facility Coordinator is to oversee the building and support the needs of the church and groups that use the building on a daily basis. The position requires facility management understanding, light repair work, computer skills, multitasking, interpersonal skills, and cleaning as needed. This position will coordinate with the custodial staff. Flexible hours including some nights and weekends.

Responsibilities and Duties:

Building Management

- Schedule and manage contractors for the maintenance and repair of facility
- Negotiate contracts for service and maintenance in coordination with the Administrative Director
- Oversee the on-going service and maintenance of the facility (landscaping, HVAC, electrical, lift, plumbing, sprinkler, fire alarm, pest control, utilities, etc.)
- Establish and maintain a preventative maintenance plan for facility with recommendations on projects and repairs
- Work with Administrative Director on managing facility budget items
- Ensure building security and safety measures are followed

Repair

- Keep and maintain master log of facility repair list
- Perform basic repairs and maintenance on facilities
- Ability to respond to building emergencies
- Schedule parsonage repairs and maintenance

Cleaning

- Schedule and support custodial staff
- Coordinate and monitor supply ordering for custodial team
- Light cleaning as needed

Room Setup and Space Management

- Manage room setup and tear down on a daily basis based on room requests
- Ability to lift and move equipment, tables, and chairs
- Conduct training and educate groups using the facility on building usage policies
- Review and monitor the storage spaces to maintain organization and oversee usage

Job Knowledge and Qualifications:

- High school diploma or GED
- 3-5 years of facility related work
- Demonstrated ability working as a team member and communication skills
- Ability to multitask and problem solve
- Ability to lift up to 50 lbs.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity, or political views.

Contact employment@crossroadsnova.org with a resume and cover letter if interested.