



church of reconciliation

FACILITIES MANAGER

The Episcopal Church of Reconciliation

Reports to: Rector

Directly Supervises: Sexton/Caretaker

Status: 20 hrs/week, must be present Sunday mornings

Job Summary

The Facilities Manager will maintain the physical upkeep of the church and the property. This includes basic repairs and maintenance, space set-up for services and events, and managing and upkeeping the parish and campus grounds. The Facilities Manager will oversee the supervision of sextons or caretakers who will assist with events and the upkeep of the interior of the buildings.

Essential Functions

- **Facility Oversight:** Ensure buildings are open and ready for office hours, Sunday programming, and scheduled events. Conduct regular inspections to maintain safety and cleanliness standards. Address any immediate maintenance or security issues and report significant concerns to the appropriate personnel or outside vendor, in consultation with the Rector and Vestry as needed.
- **Event Coordination:** Work closely with the office staff and key lay leaders to understand the schedule and any specific requirements for each upcoming program and event. Ensure smooth transitions between events and efficient use of the building's facilities.
- **Welcoming Presence:** Act as the first point of contact for individuals seeking to use our facilities for an event, offering a warm welcome and any necessary guidance or information. Ensure all users feel supported and valued during their time at Reconciliation. Oversee the proper filing of paperwork and financial payments for building use from both members and outside groups.
- **User Assistance:** Provide hands-on support for event organizers and attendees, including setting up rooms, troubleshooting AV equipment, and assisting with any special requests or needs that arise.
- **Safety and Compliance:** Monitor activities to ensure compliance with building policies and regulations. Oversee the secure closing of the facility at the end of events, ensuring all users have vacated the premises and the building is properly secured.

Other Responsibilities

- Participates in weekly staff meetings and other staff gatherings as able to ensure good communication and quality of ministry areas are observed.
- Monitor and maintain the equipment used in the keeping of the grounds; Make sure all tools and equipment are stored appropriately. Report issues with any equipment to parish administrator.

Minimum Qualifications

- Bachelor's degree preferred
- Two years of facilities management experience preferred
- Some Spanish competency preferred
- Completion of Safeguarding God's Children training, background check, and drug screening.

Physical Requirements

- Able to lift 25 lbs

Core Competencies

- **Compassion.** Genuinely cares about people. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.
- **Communication.** Has a passion for active listening and has excellent oral and written communication skills.
- **Collegiality.** Has strong interpersonal skills, including the ability to motivate others and to use sound judgment and discretion when needed. Is able to coordinate and work with volunteers effectively. Has the ability to collaborate with others to develop plans, strategies, and goals and work as part of a ministry team of clergy, staff and lay people. Can network with others in the community (including members of the Diocese, other congregations, and other community organizations and programs). Can function as an effective team member and as an effective team leader.
- **Thoroughness.** Ensures that work and information are complete and accurate. Carefully prepares for meetings and presentations. Follows up with others to ensure that agreements and commitments have been fulfilled. Makes effective and efficient use of available resources. Can orchestrate multiple activities at once to accomplish a goal.
- **Initiative.** Identifies what needs to be done and does it before being asked or before the situation requires it. Seeks out others involved in a situation to learn their perspectives.