

BelPres Church

Job Title	Compensation	Reports to	Status	Start Date
Assistant Facilities Manager	\$34.00-38.00/hour DOE Full Benefits	Facilities Director	Non-Exempt Full time	ASAP

Our Mission

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

The Assistant Facilities Manager supports the mission and ministry of the church by ensuring that all buildings and grounds are clean, safe, and ready for worship, programs, and community use. This role oversees the custodial team, manages facility schedules, coordinates event setup and tear-down, and maintains a hospitable environment that reflects the values of the community. This includes regular inspection of rooms and grounds, management and procurement of supplies and equipment, oversight of safety and security protocols, coordination with vendors, and regular communication and collaboration with department leaders. Up to 50% of this role's time is spent directly overseeing the custodial function. This includes physically assisting the custodial team with event set-up and tear down and other custodial duties as needed. The ideal candidate is service-oriented, organized, and comfortable working in a faith-based setting with staff, volunteers, and church members.

Who We Are Looking For

Skills & Knowledge:

- Personal and growing commitment to Jesus Christ
- Experience in facilities management, custodial supervision, or related field
- Strong leadership and team-building skills
- Excellent organizational and scheduling abilities
- Knowledge of cleaning procedures, equipment, and safety standards
- Meticulous attention to detail
- Ability to manage multiple priorities and respond quickly to changing needs
- Strong communication and problem-solving skills
- Must have a clean WA state driver's license
- Ability to speak and write clearly in English required, additional Spanish language skills preferred

Education / Training:

- Certification in facilities management or related discipline preferred

Physical Demands / Work Environment:

- Onsite role with regular walking, standing, and lifting
- Ability to lift 40 pounds unassisted

Schedule:

- Primary hours will include weekdays, evenings and weekends to support worship services, church events, or emergencies
- This is an on-site role. Schedule is flexible to support church needs and work life balance, but Sunday work is an expectation.

Culture:

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who makes the impossible possible

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:

Brian Murphy, Facilities Director - bmurphy@belpres.org
1717 Bellevue Way NE / Bellevue, WA 98004