

Augsburg Lutheran Church

Job Title: Facilities Coordinator

Classification: Non-Exempt
Part-Time

Date Created/Last Reviewed: 3/11/24

Reports To: Senior Pastor or designee

Job Summary:

To serve as the overall coordinator to ensure that church facilities and grounds are operational, clean, and functional for ministry operations.

Education/Experience:

- Multiple years of experience in a leadership or coordinating role.
- Experience in a maintenance or technician role is desirable.

Skills/Abilities:

- Strong attention to detail.
- Astute knowledge of building operation and maintenance requirements.
- Strong communications and interpersonal skills including the ability to work as part of a team with staff, church leaders, volunteers, and external vendors.
- Basic knowledge of computer systems, including Google Suite, Microsoft Word, and Excel.

General Requirements:

- Must be able to lift 30 lbs.
- Must be able to climb stairs and ladders.
- Must be able to adhere to occupational safety standards regarding cleaning and maintenance.
- May need to be available off work hours for building emergencies.
- Must be able to pass a background check and adhere to Safe Gatherings policies.

Duties/Responsibilities:

- Familiarity with all aspects of church facilities and systems.
- Manage facilities in conjunction with Property Ministry Team leadership by directing repairs and maintenance of buildings and grounds, monitoring contracts with vendor and monitoring security procedures.
- Attend Property Ministry Team meetings to provide information updates and implement team directives.
- Direct the janitorial/cleaning of the facility.
- Facilitate space usage and oversee setups for congregation activities.
- Maintain regular updates of equipment and campus resources.
- Purchase equipment and supplies in accordance with financial protocols.
- Routinely walk the facility to ensure facilities are safe, well-maintained, and clean.
- Coordinate the security of the building during high-volume times and events.
- Other duties as defined by supervisor or congregational leadership.