



Position: Facilities Coordinator

Supervisor: Director of Space Management and Logistics

Overview: We are searching for an experienced, motivated individual to join our team as a Facilities Coordinator. The Facilities Coordinator is responsible for facilitating support in all The District Church properties. This is a physically demanding position. The coordinator will serve as a liaison between contractors and vendors. The coordinator will also serve with some administrative and IT support related to space management and logistics.

Requirements and Detailed Responsibilities

Spiritual

- Committed to Christ as your Lord and Savior
- Commitment to spiritual growth and to a spiritually healthy lifestyle
- Represent The District Church in a manner consistent with its values and mission

Responsibilities

- Assist with building/property maintenance.
- Take supply inventories.
- Responsible for setting up and tearing down spaces for external events.
- Perform light maintenance of essential systems like; security, HVAC, landscaping, lighting, painting.
- Prepare logistics and facilitate as a host for Ministry Center events.
- Maintain expertise in all aspects of facilities set-up and tear down
- Responsible for the care and keeping of our physical resources (Examples: signage, stands, pub tables, additional collateral, ensuring proper use and storage of all ministry events)
- Coordinate volunteers to organize the space for The District Church events or external events.



Required Skills / Qualifications

- Hands on experience or willingness to learn
- Pays attention to detail and takes initiative
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Expected to be intentionally organized, detailed oriented and responsive
- Available for flexible hours during the week and on the weekends
- Able to work independently and within a group
- Good communication skills - responsive
- Ability to be resourceful and proactive when issues arise
- Physically able to hold and carry items up to 50lbs
- Flexible & can adapt to any environment
- Engaging with The District Church volunteers

Details

- Reports to the Director of Space Management and Logistics
- Part-time position
- Expected to work 15-30 hours per week
- \$23 per hour

If interested, please email cover letter & resume in PDF format to ariel@districtchurch.org