

St. Mark's Presbyterian Church
Tucson, Arizona

Facilities Coordinator

The Facilities Coordinator is a part-time position, averaging 20 hours per week annually. Annual compensation is \$13,500 to \$16,000, depending on experience.

Please submit your resume and cover letter via email by August 4, 2017 to The Rev. Bart Smith, pastorbartsmith@gmail.com. Please enter "Facilities Coordinator" in the subject line.

SUMMARY: The Facilities Coordinator oversees the maintenance, operation, and scheduling of use, by the congregation, community groups and tenant organizations, of the physical campus and grounds of St. Mark's Presbyterian Church.

Responsibilities:

- Oversees church facilities, including the Mt. Lemmon cabin - identifies and arranges for needed maintenance and repairs.
- Schedules use of church facilities, approves room rentals & fee collection.
- Arranges for event/meeting setups.
- Manages landscaper, cleaning service and other vendors.
- Maintains inventories of supplies needed for church maintenance.
- Coordinates handyman tasks such as basic plumbing and electrical projects, painting, replacing door knobs, changing light bulbs, cleaning or changing HVAC filters, troubleshooting irrigation systems etc.
- Participates on Buildings and Grounds committee.
- Assists the Church Administrator when needed.

Skills Requirements

The Facilities Coordinator must have excellent people skills, including written and oral communication and computer skills. Professional and/or personal facility management experience, basic handyman skills preferred, proven organizational abilities and attention to detail, demonstrated ability to take initiative, work independently and complete tasks in a timely manner. Must be able to pass a background check.