

FACILITIES COORDINATOR

Position Summary

Faith Church is seeking a dependable, service-minded Facilities Coordinator to help care for and improve our church campus while supporting the ministries and people who use our facilities each week. This part-time role is ideal for a skilled, hands-on individual who enjoys solving problems, working with people, organizing projects, and taking pride in maintaining a welcoming and safe environment.

The Facilities Coordinator will oversee routine maintenance and repairs, coordinate volunteers and outside contractors, assist with event and ministry support needs, and help plan for future maintenance and facility improvement projects. This role works closely with church staff and volunteers to ensure our buildings and grounds are cared for with excellence, stewardship, and hospitality.

This position is especially well-suited for an active retiree or semi-retired professional who enjoys staying engaged, using practical skills, and serving in a meaningful ministry environment.

Reports To

The Facilities Coordinator reports directly to the Executive Pastor and works closely with church staff, custodial personnel, volunteers, and outside vendors.

Primary Responsibilities

Facilities & Vehicle Maintenance & Repairs

- Perform routine maintenance, troubleshooting, repairs, and improvements throughout church vehicles, buildings, and grounds
- Respond to maintenance requests in a timely and helpful manner
- Maintain preventative maintenance schedules for facilities, vehicles, equipment, and systems
- Assist with seasonal property and vehicle needs including winterization, landscaping coordination, and weather-related preparations
- Help ensure church facilities remain safe, functional, organized, and welcoming
- Maintain tools, equipment, and maintenance supplies
- Coordinate and oversee minor facility improvement projects

Contractor & Vendor Coordination

- Obtain competitive bids from contractors and vendors for maintenance and improvement projects

- Coordinate scheduling and communication with outside service providers
- Assist in monitoring vendor work quality and project completion
- Maintain positive working relationships with contractors and service providers

Volunteer Leadership

- Recruit, organize, and encourage volunteers for facility workdays and seasonal projects
- Provide direction and support for volunteer maintenance teams
- Help create a culture of teamwork, stewardship, and service within facilities ministry

Ministry & Staff Support

- Work cooperatively with pastors, staff, ministry leaders, and volunteers to support ministry events and ongoing facility needs
- Assist with room setup and facility preparation for meetings, classes, and events as needed
- Communicate graciously and professionally with all staff, volunteers, and church attendees
- Attend staff meetings as requested and contribute to collaborative ministry planning

Planning & Budget Support

- Help identify and prioritize future facility maintenance and improvement needs
- Assist with annual maintenance planning and budget recommendations
- Track maintenance expenses and help maintain cost-effective stewardship practices

Qualifications

- Experience in general building maintenance, handyman work, facilities support, construction trades, or property management preferred
- Working knowledge of basic electrical, plumbing, carpentry, painting, and mechanical systems
- Strong organizational and problem-solving skills
- Ability to work independently and manage multiple priorities
- Comfortable coordinating volunteers and working collaboratively with staff and ministry leaders
- Strong interpersonal and communication skills with a servant-hearted attitude
- Ability to safely lift, carry, climb ladders, and perform physical maintenance tasks
- Valid driver's license and reliable transportation

Preferred Qualities

- Self-motivated and dependable
- Calm under pressure and flexible when needs arise
- Practical, resourceful, and solution-oriented
- Friendly, approachable, and gracious in interactions with others
- Passion for serving the church through behind-the-scenes ministry support

Schedule & Compensation

- Part-time, non-exempt position
- Approximately 18-24 hours per week
- Typical schedule will include flexible weekday hours with occasional evening or weekend support needs for special events or urgent facility issues
- Compensation range: \$25–\$27 per hour, depending on experience and qualifications

About Faith Church

At Faith Church, we value teamwork, stewardship, hospitality, and serving others with excellence. The Facilities Coordinator plays an important role in helping create spaces where ministry can thrive and people feel welcomed, cared for, and supported.

Faith Church is an equal opportunity employer and welcomes applicants who align with the mission and values of the church.