



Job Title: Facility Manager

Reports to: The Executive Pastor

Works closely with: Office manager, Executive Pastor and Volunteers

Oversees: Entire Facility

Position Status: Full Time Exempt (Salary with benefits)

About Us:

South is a Jesus community driven by vision and our core values. We are passionate about following in the way of Jesus, with the heart of Jesus. We have a longing to see unchurched and de-churched people come to know Jesus and to join us on this journey. If you love Jesus, and love fixing things and maintaining a building, then we would love to talk to you about an opening on our team.

Job Description:

We are looking for a Facility Manager for our South Fellowship Church Property. This supervisor would demonstrate the ability and desire to maintain a welcoming and clean facility for our staff, tenants and visitors to enjoy. This individual would maintain a strong work ethic, excellent communication skills, the ability to get along well with others, and be a person of integrity and possess an unwavering character. The ideal candidate would have a certain level of technical skills such as minor electrical and plumbing, carpentry, painting, etc. This person needs to have high level organizational skills, enjoy working independently and with others, have the ability to lead a volunteer team, be able to meet realistic deadlines, and the ability to produce high quality work. We are committed to your growth and we desire to walk alongside an individual who strives daily to be the best version of themselves and is committed to loving others well.

Responsibilities:

- Daily Walks/Drives of the Entire Property to be aware of any problems/issues or necessary maintenance items
- Coordinate Vendors during installations, repairs or maintenance
- Make sure quarterly and annual maintenance agreements are up to date and service is being performed
- Maintain relationships with tenants, vendors, maintenance technicians, and outside groups using our facility
- Set-Up/Tear Down for meetings, Bible Studies, events
- Ensure adherence to quality standards and health and safety regulations

- Work with Cleaning Company to maintain inventory of the cleaning supplies in the facility
- Scheduling of snow removal and light snow removal on walkways

Skills/Qualifications:

- Commitment to South's Statement of Faith, Mission and Values
- Ability to flex some hours for Special Events on Sundays/Evenings
- At least three years of Property Management and/or Maintenance Supervisor experience
- Basic Knowledge of all building systems (electrical, heating, plumbing, etc.)
- Knowledge of health and safety practices and regulations
- Strong Leadership and Communication skills required
- Basic knowledge of computer skills and desire to learn new programs
- Eye for detail and creativity is not required but encouraged
- Extremely organized and outstanding communication skills

Benefits:

- A salary
- 100% Employer paid health plan for your family
- Employee contribution dental plan
- 403 (b) match
- PTO
- Spiritual retreat days
- Paid Holidays
- Staff training and development
- Personal coaching and development

Interested in applying?

Send your resume and cover letter to:

Kelly Belcher, Office Manager
kelly@southfellowship.org

Your cover letter should include brief responses to the following questions:

- Please tell us how you are well qualified for the position.
- Please tell us how this position aligns with your ministry and career goals.
- Tell us how you practice your faith, and what church you currently attend.
- Please tell us what resonates for you with South's Mission Statement, "Living in the way of Jesus, with the heart of Jesus".