



FACILITIES AND EVENTS COORDINATOR

Position Description

Jurisdiction: Diocese of Christ Our Hope (ACNA)

Supervisor: Director of Operations, Charity Brubaker

Hours: 10-15 hours per week

Compensation: Hourly, dependent on prior experience

For qualified applicants, this position could be combined with the Media Coordinator position for a maximum of 29 hours per week.

General Description

The Facilities and Events Coordinator oversees and manages the use and maintenance of 75 N. Mason Street, including the (future) park. He or she manages all events. He or she will support and coordinate the use of the building for events that include but are not limited to Annual Celebration, Cafe Veritas, Pentecost Party, Essentials, Welcome Lunches, retreats, and other special events. The coordinator oversees all rental inquiries, rental use, and rental policies and systems to promote the use of building both for the good of the city and the church community.

Qualifications

The ideal applicant

- Loves God, has a robust devotional life, takes prayer seriously, and a heart for worship
- Holds doctrine that is consistent with that described in the Articles of Religion and the Jerusalem Declaration
- Is a regular participant at Church of the Incarnation (preferred, but not required)
- Is humble, warm, hospitable, flexible, and loyal
- Is a confident self-starter with a strong work ethic and "can do" attitude
- Has strong relational skills including a positive, cheerful attitude
- Has a creative eye for beauty and aesthetics
- Strong attention to details yet able to prioritize in the moment
- Has strong organizational, administrative, and problem-solving skills
- Can build and lead teams to accomplish important tasks
- Has the ability to delegate and to see the big picture
- Able to manage a large number of volunteers, coordinating their efforts, recruiting, training and empowering them
- Has prior experience planning and executing events
- Works well under deadlines

Responsibilities

Facilities Maintenance: Oversees the maintenance of the building and park (HVAC, Vector, security cameras, windows, flooring, painting, landscaping, snow removal, cleaning, repairs, etc.)

- Obtain estimates and coordinate maintenance and repairs for roof, HVAC, flooring, windows, landscaping, Vector, Security
- Oversee periodic and weekly cleaning of facilities
- Maintain cleaning supplies and tools
- Maintain record of access to the building
- Replace furniture when needed
- Review thermostats and security systems

Staff Management: Oversee janitors, chair-set-up, etc. and building and event volunteers.

- Meet weekly with the director of operations for guidance and support.
- Oversee custodians and setup crew
 - 1 face to face meeting/week
 - Communicate/coordinate weekly schedule for cleaning/set up for all events
 - Hire occasional janitor/set up crew for special events/vacations
 - Estimate and communicate chair numbers weekly
 - Buy supplies, maintain equipment
- Organize leaders, volunteers, task lists, supplies, and clean up for church work days.
- Coordinate volunteers or hire for various maintenance projects.

Building and Park Management: Oversees the rental inquiries, church rental use, and rental system of the building and park for both church and community events.

- Church Events: Works with church staff to ensure that facilities support various ministries' use of the building, including chairs set up for Sunday morning and other events such as weddings and funerals. Oversee logistics for all church events (Annual celebration, Pentecost, Holy Week Services, Essentials classes, Welcome Lunches, Small Group Leader lunches, etc.) Serve as the coordinator for events, including overseeing volunteer coordination and communication, set-up, and tear-down. Be present and direct all specials events to ensure smooth coordination of volunteers and others
- Community Events/Special Events: Build relationships with community partners so that our building and park can be a central gathering place for the city. Serve as the coordinator for events, including managing contracts with vendors, overseeing event staff coordination and communication.
 - Reply to rental inquiries and meet rental clients
 - Fill out rental applications, send rental invoices and confirm payments
 - Coordinate facilities calendar, Vector schedules, staff setup/cleanup
 - Check that rooms are prepared and cleaned before and after rental

Budget: Manage budgets for building and maintenance

Personal Spiritual Care: Consistently and regularly study the Scriptures and devote time to prayer and worship. Maintain a steady rhythm of work and rest, preserving time for family and leisure. Cultivate and maintain deep, healthy friendships. Seek to make your home a place of hospitality for others, including those on the margins. Participate in a small group.