

CHURCH FACILITY and PROPERTY MANAGER

Overview: To serve as the overall coordinator for church facility and property operations in support of church ministry program and activities. Duties include the operation and maintenance of equipment systems, interior and exterior maintenance and oversight of service contracts associated with the operation and maintenance of church properties.

Responsibilities

A) Facility Coordination:

1. Manages and oversees church maintenance, repairs, and upkeep.
2. Contacts and schedules contractors as required.
3. Provides basic maintenance services such as touch-up painting, lighting replacement, minor repairs, etc.
4. Oversees contracts for all maintenance on church property.
5. Ensures that prior to scheduled events rooms are clean and properly set up; and after such events ensures the rooms are clean and in order.
6. Oversees the construction and installation of interior and exterior church improvements.
7. Works with church staff to provide for any special needs associated with special events such as weddings, receptions, etc.
8. Provides support to ministry staff as needed (e.g. set up & take down).
9. Serves as a member of the Building and Ground Committee (attends monthly meeting).
10. Ensures that the facility is closed and secured.

B) Management:

1. Manages contracts for facility maintenance including housekeeping waste management, grounds keeping, and snow removal contracts.
2. Oversees the management and inventory of all church property by ensuring the proper storage and record-keeping.
3. Assists staff with budget planning and execution of facilities-related improvements, construction, maintenance, and repair expenses.
4. Oversees the activities associated with new construction projects (in conjunction with church leadership and Building and Ground Committee) including the development and administration of contracts and serving as the primary contact with contractors.

Qualifications & Skills:

1. Basic knowledge of building operation and maintenance requirements.
2. Strong organizational skills.
3. Initiating leader (self-starter) who can effectively delegate and manage responsibilities.
4. Strong communication and interpersonal skills including the ability to work with volunteers and external contacts with tact, courtesy, sensitivity, and good will.
5. Must be able to lift 35lbs. Must be able to climb stairs and ladders.

Supervision:

The Facility and Property manager serves under the day-to-day supervision of the Minister, who provides guidance and is responsible for performance evaluation. The Facility and Property manager will also maintain close contacts in coordination with church staff and church leadership.

Hours of Work:

Weekly hours are estimated to be 25 hours/week. While the position has flexible hours, the position does require availability most Sundays, with some availability on evenings and weekends.

How to Apply:

First Parish in Malden is an equal opportunity employer committed to hiring a diverse staff team. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Please send resume and cover letter to Rev. Otto O'Connor at minister@fpmalden.org.

About First Parish in Malden:

First Parish in Malden is a historic Unitarian Universalist congregation in Malden Center, committed to justice and compassion for all, on Sunday and every day. Learn more at www.fpmalden.org.

Salary Range \$15-\$25/hour commensurate with experience.

Applicants desiring a full-time position may be able to combine this with a similar position at the Melrose Unitarian Universalist Church.