

Facilities Coordinator

Takoma Park Presbyterian Church

Details

Job Type: Part-Time hybrid (24 hours/week with 20 hours onsite required)

Start Date: January 31, 2025

Application Deadline: January 31, 2025

Education: High school diploma required, college degree preferred

Status: Regular Part-Time, Non-exempt

Compensation: USD \$25 - \$35/hour depending on experience

Benefits: Health Insurance, vacation, sick leave

Contact: personnel@takomaparkpc.org

About our Church

Takoma Park Presbyterian Church (TPPC) is a congregation of about 150 people, located in the heart of the City of Takoma Park. We are a loving, joyous, welcoming and spirit-led community with a commitment to working for racial equality and social justice. Our church buildings serve as both a place of worship and a center of community activity and support. For 125 years, TPPC has provided space and support for more than 100 groups, including Scout troops, a childcare center, other spiritual and religious groups, and many youth sports groups. We also partner with Crossroads Community Food Network to provide a commercial kitchen for 17 farm-to-food business partnerships and a micro-enterprise training program.

Position Description

Mission: The Facilities Coordinator assists with oversight and management of the church's buildings and property and helps ensure smooth operation of the church's facilities. The Facilities Coordinator will also help the Church act as a good steward of its sacred and community resources.

Responsibilities: The Facilities Coordinator is responsible for coordinating maintenance and use of the church's buildings. This position will provide general oversight of ongoing maintenance, including arranging repairs by contractors or custodial staff volunteers, performing minor emergency repairs, and making recommendations to the Property Committee on major repair and preventive maintenance needs. Responsibilities also include scheduling building use; acting as a liaison with tenants; recruiting new tenants and attending to building use needs of tenants, building users, and church members and staff such as managing thermostats and setting up/taking down tables and chairs for events.

Onsite Requirements. This position is for 24 hours per week. While the schedule for this position is flexible, it requires availability throughout the seven-day week to respond to

emergencies. While some responsibilities may be carried out remotely, the position also requires onsite presence at least 20 hours per week, including attendance at staff meetings and property committee meetings as requested. An office and computer will be provided.

Support and Supervision: The church plans to contract an IT help desk to provide support as needed. The position will be directly supervised by the pastor in consultation with the property committee and the personnel committee.

Major Duties

Responsible for the smooth operation of all aspects of the church's facilities, including:

Coordinating use of the facilities

- Act as a liaison to our current tenants and building users and recruit new tenants for consideration by the Session.
- Maintain electronic schedule for both long-term and short-term room use for all church space (including the sanctuary, classrooms, and gym).
- Walk through the facilities on at least a weekly basis to identify tenant and other building user needs.
- Upon request, set up and prepare Church for major scheduled events [e.g. tables and chairs], and provide assistance during the event as needed.
- Consult with tenants, the property committee, and other church staff regarding building needs.

Overseeing maintenance and repairs

- Walk through the facilities on at least a weekly basis to identify maintenance or repair needs.
- Operate church thermostats (electronically, can be done remotely).
- Supervise ongoing maintenance, inspections, and emergency repairs of the church buildings, including soliciting bids and estimates for repairs; arranging and negotiating for repairs by contractors, custodial staff and volunteers; and evaluating work for quality and completeness.
- Make occasional emergency repairs.
- Make recommendations to the Property Committee regarding needed capital improvements.
- Arrange for and supervise regulatory inspections of facilities equipment.
- Attend Property Committee meetings as requested. Communicate with and update Property Committee members regularly.

Required Knowledge and Skills

- Practical experience in managing properties, especially older buildings.
- Experience in soliciting customers and managing leasing agreements with building users.

- Able to use Google Calendar, Google Drives, Microsoft Word and email.
- Skilled at making minor building repairs.
- Able to work flexible hours independently with minimal supervision.
- Trained or willing to be trained in asbestos management
- Sense of humor, a plus

Physical Requirements

Must be able to lift heavy objects, climb ladders, and be comfortable standing or walking for long periods of time.