

Facilities Coordinator First Baptist Richardson

Job Title

Facilities Coordinator

Job Description

Full time position which is responsible for management of the church calendar and associated support functions. Position also includes responsibility for assisting with the management of special projects, events and coffee bar. This position reports to the Sr. Director of Operation.

Responsibilities

- Manage the church calendar and all related support functions
- Manage housekeeping staff and act as the primary liaison with 3rd party housekeeping team
- Train church administrative staff on church calendar software
- Assist Facility Manager with special projects
- Monitor internal safety compliance
- Code and submit facilities invoices for payment
- Manage facility needs in conjunction with the Event Coordinator for All Church Events
- Coordinate facility needs with Pastoral Staff for ministries of the church
- Manage all aspects of in-house coffee bar

Qualifications

- Well organized with attention to detail
- Work well within a fast-paced environment
- Work well with staff and church membership
- Manage volunteers
- Work week will include at least 2 Sundays a month
- Work as part of a team
- Flexibility to work outside of regular business hours

Salaried Position