

JOB POST: St. James Facilities Coordinator

St. James-by-the-Sea Episcopal Church, located in La Jolla, is looking for a detail-oriented, organized, Facilities Coordinator with proven ability to manage a wide variety of tasks, including managing the day-to-day operation and facilities management for the church campus and properties, building security and safety, space scheduling/calendar management, event set up and break-down, supply inventory and purchasing. This position also serves as the technology point-person for church computers, telephones, and AV systems and act as the liaison to the contracted technology vendors. Position includes collaboration with clergy, staff, volunteers and parishioners in person, by phone and via email. Critical thinking skills, professionalism and the ability to meet deadlines are vital to this position.

Please review details at the end of this posting on how to apply.

Position: St. James Facilities Coordinator is a non-exempt part-time position (salary up to \$25 per hour commensurate with experience), with paid vacation and paid sick leave.

Job Summary: The Facilities Coordinator is responsible for establishing and executing the day-to-day operation and facilities management for the church campus and properties. This position manages the space utilization, maintenance, appearance, building security, and event set-up & breakdown. This position is responsible for maintaining supply inventory, purchasing, and directing the Event Assistant/Sexton. Position also serves as the technology point-person, and for building management issues, effectively working with vendors to ensure work completion. This position requires a range of skills from administrative to technical, and forms a key part of a talented and energetic staff team.

While this is a largely administrative role, it requires broad range of skills, ranging from the technical, physical and inter-personal. This summary is not all inclusive and a full position description is available on request.

Required Qualifications:

- Microsoft Office Suite skills are required to successfully perform this position. Applicants must have strong skills in the use of computers and all current office software and equipment (Telephones/Copier/Fax Machine).
- Ability to read, write and speak English proficiently.
- Writing skills to prepare grammatically correct correspondence and reports.
- 2 years (minimum) of experience in a business office environment.
- Possess organizational skills; ability to meet deadlines.
- Possess high degree of professionalism.
- Supervisory experience to oversee Event Assistant/Sexton; volunteers.
- Ability to perform physical tasks, such as relocation of supplies, equipment, tables, chairs.
- High School Diploma

Desired Qualifications:

- College Degree
- Demonstrated knowledge of audiovisual equipment.
- Prior experience with facilities management

Candidates must:

- Successfully pass a background check prior to hire
- Within one month of hiring, complete online training in “Safeguarding God’s People.”
- **Physical Requirements:** Responsibilities require applicants to walk, stoop, kneel, crouch, and stand; may sit for extended periods. Applicants required to be able to lift/carry objects weighing up to 30 lbs., and push/pull objects weighing up to 75 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply, please email Julie Castan at stjamesjobpost2018@gmail.com with the following documents in PDF format:

- Cover Letter
- Resume

We request that you do not contact the church office by phone, clergy or staff email, or in person.

Job Type: Part-time

This job will require you to pass a background check:

- Yes