



110 11th Ave SE Ste 210, Olympia, WA 98501-2253

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Email: admin@theunitedchurches.org

Office Hours: Monday – Wednesday, 9 AM – 3 PM

Facility Maintenance Coordinator



Position Overview:

Are you looking for a part-time job where you can use your project management and coordination skills while serving your community? The United Churches of Olympia is looking for a part-time Facility Maintenance Coordinator to care for our building and grounds. If you enjoy scheduling and managing projects along with performing light maintenance activities, this may be a great fit for you.

Pay Range / Time Requirements:

This is a part time position of 20 hours per week paying \$22 per hour with paid sick leave and 12 paid holidays per year. Flexible schedule, four to five days a week. Must work onsite. Occasional weekend/evening hours. Longer hours are required during the winter legislative session.

Job Responsibilities:

You will be asked to oversee the care and maintenance of the building and grounds. Typical duties include but are not limited to:

- Scheduling and monitoring the vendors who service aspects of the facility, including but not limited to HVAC maintenance, janitorial supplies, fire safety, backflow inspections, cleaning service, appliance maintenance and others as identified.
- Monitoring outdoor grounds and keeping them clean of debris and litter, sweeping walks, the removal of snow and ice. Working with our lay-led management team for Sunday snow and ice removal.
- Caring for custodial equipment, inventorying and stocking supplies, emptying wastebaskets, removing trash and recycling, ensuring the building, equipment, lighting, HVAC and plumbing systems are working correctly.
- Coordinate weekly and monthly rental groups including setup and clean-up activities as needed.
- Coordinate church member volunteer opportunities.
- Work closely with management team members and attend the monthly management team meeting in the evening.
- Review and execute lease agreements for parking, long-term rentals and weekly room rentals.
- Coordinate advocacy groups for the legislative session and other special events including providing tours of the building, track applications and payments. Must be available to work longer hours during legislative session (8+ hours/day).

- Oversee room setup and breakdown of tables and chairs per event. Ensure rooms are prepared for meetings, i.e., bathrooms are stocked, trash and recycling are emptied.
- Assist with grants and special projects that involve the building and grounds.

Skills and Attributes:

The ideal candidate will be a self-starter; someone who has excellent organizational and communication skills (both written and verbal) and is proficient at prioritizing tasks.

We are looking for someone who:

- will develop a working knowledge of the building and have the necessary skills to coordinate the use and maintenance of the building and grounds.
- is responsible, independent and has a high attention to detail.
- has professional people skills with an orientation to customer service toward all church members, staff, building renters, user groups and contract suppliers.
- maintains a courteous and helpful attitude.
- has a flexible schedule and is willing to occasionally work in the evening and on weekends.
- follows written and/or verbal instructions regarding the use of supplies and equipment; complies with safety policies and procedures.
- can move furniture regularly including 6' tables and chairs and lift 40 lbs.
- aligns with our faith values to embrace diversity and social justice.
- is proficient in Microsoft Word, Excel, Google docs and email programs.

Please send your resume, cover letter and three references to admin@theunitedchurches.org. For questions, please call the Church Office at 360-943-1210.

Equal Opportunity Statement

We do not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age or disability. It is our intention that all qualified applicants will be given equal opportunity and that selection decisions be based on job-related factors. The United Churches encourages LGBTQIA+ and people of color to apply.