



Facilities Manager – Part Time

Reports To: Executive Administrator

Direct Reports: None

Pay: Based on Experience

FLSA Status: Non-Exempt

OUR MISSION

Our mission is to advance the kingdom of God through effective evangelism, discipleship and service. (Matthew 28: 19-20).

OUR VISION

LOVE - Jesus said your **LOVE** for one another will prove to the world that you are my disciples. We are a church that loves Jesus and all of God's children. (John 13:35)

GROW - God designed us so that we can bear much fruit, which represents growth. He wants us to **GROW** in our relationship with him and with others. (Colossians 3:16)

SERVE - Here at Zion Hope, we want to **SERVE** the members of our congregation, our community and the world (Peter 4:10-11)

YOUR ROLE IN FULFILLING OUR MISSION AND VISION:

Zion Hope Church is seeking a highly motivated and skilled **Part-Time Facilities Manager** to oversee the maintenance, repair, and beautification of our church campus.

The ideal candidate will be passionate about creating a welcoming and well-maintained environment that reflects the excellence of our ministry. This individual must be a "hands-on" leader who not only manages facility operations but also performs minor repairs, coordinates with vendors, and works well with staff, volunteers, custodial teams, and church leadership.

This is a **part-time position** requiring approximately **15–20 hours per week**, with flexibility depending on the needs of the church.

Key Responsibilities

Facility Management:

- Oversee all aspects of building and grounds maintenance, including lawn care, snow removal, heating, cooling, plumbing, and electrical systems.



- Coordinate and supervise all contracted services and vendors for facility maintenance and special projects.
- Work closely with the Executive Administrator to develop and manage an annual facilities maintenance and repair budget.
- Schedule and oversee regular inspections, servicing of HVAC systems, plumbing, electrical, fire alarms, and other critical systems.
- Maintain control and oversight of thermostats and heating/cooling systems to ensure energy efficiency.

Maintenance and Repair:

- Perform minor repairs and general maintenance throughout the church (painting, carpentry, light plumbing, electrical repairs, etc.).
- Replace light bulbs, move furniture, set up and tear down tables and chairs for church services and events.
- Assist custodial staff with floor care including sweeping, mopping, buffing, and maintaining cleanliness when necessary.
- Complete maintenance requests and manage a weekly maintenance "to-do list" established with staff.

Leadership and Coordination:

- Establish and lead a volunteer "Set-Up Team" to assist with event setups, including moving tables, chairs, and necessary equipment.
- Work collaboratively with Deacons, security teams, custodians, and volunteers to ensure the facility remains safe, secure, clean, and welcoming.
- Assist with development of building security protocols and systems for controlled facility access during non-business hours.
- Manage the opening and closing procedures for the facility for church services, events, and programs.

Administrative:

- Provide quarterly facility evaluations and updates to the Executive Administrator and Senior Pastor.
 - Assess whether projects require external contractors or can be completed internally.
 - Document work completed and maintain records of maintenance schedules and vendor contracts.
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Qualifications:

- Prior experience in facilities management, general maintenance, or handyman work required.
 - Strong working knowledge of HVAC, basic plumbing, basic electrical, and general repair work.
 - Ability to coordinate with vendors, volunteers, and staff with a spirit of teamwork and professionalism.
 - Physically able to perform repairs, lift tables and chairs, climb ladders, and perform moderate manual labor.
 - Ability to prioritize multiple tasks and work independently with minimal supervision.
 - A heart for ministry and a commitment to excellence in representing Zion Hope Church.
 - Must possess or be willing to obtain and maintain a valid driver's license.
 - Ability to maintain confidentiality and demonstrate integrity at all times.
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Working Hours:

- **15-20 hours per week** with flexibility, including occasional evenings, weekends, and special events as needed.
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Compensation:

- Part-time hourly compensation; pay rate commensurate with experience.
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To Apply:

Interested candidates should complete the online application and submit a cover letter and resume to employment@zionhopechurch.org

Zion Hope Church is an equal opportunity employer. We believe that managing God's house is a calling, not just a job, and we seek someone who will take pride in the beautification and care of our facility.