



JOB ANNOUNCEMENT

Church Facilities Manager

**Emory United Methodist Church
6100 Georgia Avenue, NW
Washington, D.C. 20011**

GENERAL RESPONSIBILITIES:

The Emory Fellowship (a United Methodist congregation) is seeking a full-time Church Facilities Manager who will be responsible for overseeing the operation and maintenance of the church's buildings and grounds. This involves working with Emory church staff, the Trustee Board, church volunteers and other church ministries to facilitate necessary repairs, scheduled maintenance requirements, or any other issues related to the overall management of the church.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS:

This position reports to the Executive Director of the Emory Fellowship and consults with the Chair of the Emory Trustee Board to properly facilitate work assignments and projects.

KEY RESPONSIBILITIES:

- Interior building maintenance to include the cleaning of all internal offices, the Sanctuary, hallways, conference rooms and any other rooms/spaces that are located in the overall facility.
- Manages all plumbing, electrical, ventilation, and air conditioning systems.
- Monitors church audio and video systems and lighting.
- Grounds keeping and/or exterior building maintenance.
- Prepares rooms and spaces for meetings, training and events.
- Communicates with contractors and outside vendors to ensure proper support and maintenance of the facility overall.
- Order supplies and equipment related to maintaining the building.
- Assists the planning of current and future projects with the necessary church committees and ministries.

PERSONAL AND PROFESSIONAL QUALIFICATIONS:

- Skills in building maintenance, repair, and knowledge of the various systems that affect a building's day-to-day operations.
- The ability to prioritize tasks based on urgency and other factors.
- Excellent organization skills and a good working memory.
- Strong communication skills in order to interact with vendors, contractors, various church boards and ministries, as well as churchgoers and anyone making a facilities-related request.
- Is a self-starter; has a strong work ethic. Willing to go the “extra mile.”

BONUS QUALIFICATIONS:

- Trade certifications, such as a certified electrician or a certified HVAC technician.
- College courses or degree in facilities management,

TIME REQUIRED TO FULFILL THESE RESPONSIBILITIES:

- 40 hours per week with occasional evenings and/or Saturdays for special events.

Please submit your resume and/or any questions to recruitment@emoryfellowship.org.

For more information on The Emory Fellowship, visit www.emoryfellowship.org.

Please contact the Emory Fellowship at (202) 723-3130 if you have problems submitting your resume.