

## **Facility Coordinator (Part-Time)**

### **16 hours per week**

#### **Position Summary**

The Facility Coordinator serves as the primary point of accountability for the operation, maintenance, and stewardship of the church building and grounds. Reporting to the Lead Pastor, this role provides coordination, oversight, and systems development to ensure the facility is well-maintained, safe, and prepared for ministry use.

This position focuses on organization, communication, and coordination, while also contributing hands-on support as needed. The Coordinator will strengthen volunteer engagement, improve facility systems, and help steward the church's physical resources for both current ministry and long-term sustainability.

#### **Key Responsibilities**

##### ***Facility Operations & Maintenance***

- Serve as the primary point of contact for all facility-related needs, repairs, and maintenance requests
- Develop and maintain a system for tracking, assigning, and resolving work requests
- Conduct weekly facility walkthroughs to identify and address maintenance issues
- Coordinate and oversee contracted services (HVAC, plumbing, electrical, pest control etc.)
- Manage seasonal facility needs (irrigation, lawn care, snow/ice management, etc.)
- Maintain overall curb appeal, including parking lot, entrances, landscaping, and removal of graffiti, garbage, etc.
- Support the Front Office Staff in coordinating custodian schedules and facility bookings

##### ***Facility Systems & Stewardship***

- Maintain a building maintenance and depreciation plan
- Ensure preventative maintenance is scheduled and completed
- Identify emerging facility needs and recommend proactive solutions
- Tender projects to vendors for quotes as required
- Support long-term stewardship and sustainability of the building

##### ***Volunteer Leadership & Engagement***

- Recruit, equip, and support a team of maintenance volunteers
- Work alongside the Facility Team to strengthen volunteer efforts
- Organize and run seasonal church-wide work bees and service days

##### ***Communication & Accountability***

- Serve as the central communication hub for all facility-related matters
- Provide regular updates to the Facility Committee, Front Office Staff, and Lead Pastor

##### ***Budget & Resource Management***

- Manage facility-related spending within approved budget parameters
- Assist in preparing the annual facilities budget & reports

##### ***Sunday Readiness***

- Ensure the facility is clean, safe, and ready for Sunday services
- Ensure teams can address facility needs before, during, or after gatherings as required

**Reporting & Collaboration**

- Reports to: Lead Pastor (or designate)
- Works closely with Front Office Staff (facility bookings & custodial coordination) and the Facility Team

**Qualifications & Desired Attributes**

- Strong organizational and administrative skills
- Proven ability to manage multiple projects and priorities
- Practical, hands-on maintenance skills and problem-solving ability
- Ability to coordinate contractors and service providers
- Strong interpersonal and communication skills
- Self-motivated, proactive, and able to work independently
- Alignment with the mission and values of Mission Creek Alliance Church

**Compensation & Benefits**

- 16 hours per week
- **\$28–\$30 per hour**, based on experience
- Vacation pay equivalent to 3 weeks per year
- Monthly cell phone allowance
- Flexible work schedule (with agreed upon set office hours to connect with staff)

**How to Apply**

Please submit your resume and a brief cover letter right away to [kami@mcachurch.ca](mailto:kami@mcachurch.ca) before June 1, 2026. Please note we may process suitable candidates before the application deadline.