

The Facilities Management Minister/Property Manager is responsible for assuring that the Westside Church of Christ facility is utilized in an effective way as regularly as possible. This person will oversee property operations in support of Westside Church of Christ as well as other ministry programs. This person will be responsible for developing and maintaining contact and relationships with various community programs and other local churches, and will coordinate all special events and/or activities that would take place on the property. This will include coordination of any/all contracts and or leases of church building spaces as well as facilitation and safe use of church property. This person will also manage/coordinate care of the building and the property in general by working with current members meeting these needs as well as coordinating with outside contractors as needed for building and grounds maintenance and upkeep.

### **Property Management**

- To act as primary contact for property use
- To serve as Contract Administrator of all contracts related to property use
- To keep current records, both physical and electronic, regarding payment history and insurance requirements
- To establish basis for rental/lease fees
- To seek out appropriate (some outreach ministry opportunities) candidates as possible clients for building use, special events, rental/lease possibilities
- To attend meetings and maintain memberships in organizations which facilitate existing and future relationships. May require occasional evening hours
- To communicate regularly with church leadership on all contacts with the community
- To negotiate with and act as the contact person for liability insurance concerns regarding property use
- To review the by-laws of Westside Church of Christ regarding extra church use

### **Facility Maintenance**

- To establish a budget/rental rate for each space
- To manage all aspects of building improvements, construction projects, maintenance and repair expenses
- To negotiate and contract with necessary repair and construction contractors

- Work with current church volunteers and members to coordinate building maintenance and upkeep as well as be willing to do some basic maintenance tasks within your skill level
- To negotiate and maintain appropriate levels of liability insurance coverage
- To maintain and coordinate with office personnel a calendar of scheduled events in the building or on the property, including all major maintenance activities, to assure appropriate availability of spaces
- To review the tax-exempt status of Westside Church of Christ and work with the Church attorney to assure proper procedure to maintain current non-exempt status

### **Education & Experience**

- Demonstrated commitment to an inclusive Christian faith and support the goals and missions of Westside Church of Christ (membership and attendance at Westside is not required, but would be welcome)
- Appropriate level of education to fulfill the duties of the position
- Demonstrated skills related to church/non-profit property management requirements
- Knowledge of building operation and maintenance requirements
- Demonstrated ability to self-initiate contacts with the community
- Demonstrated strong inter-personal skills including the ability to recruit rental/lease clients, volunteers and maintain good will.
- Possess a working knowledge of software appropriate to the job requirements
- Ability to track and report operational costs and anticipate changes as they relate to contractors
- A Qualified Candidate must work autonomously and collaboratively with others

Salary dependent on qualifications and experience in the range of \$15-\$20 an hour, for 15-20 hours of work a week.