

Position Posting – Plymouth Congregational Church, United Church of Christ, Downtown Seattle

For Immediate Hire: Facilities Manager / Front Desk Reception

Plymouth Church UCC is a progressive Christian faith community committed to inclusiveness, ministries of social justice and radical hospitality to all, growing people of faith who participate in God's work in the world. We offer a growing opportunity for an operations and organizationally minded individual to thrive.

We seek to immediately hire driven, highly organized individual for the daily operation of our Front Desk, and for management of the physical plant scheduling and record. Experience in all Microsoft Office modules needed, knowledge of MIP Fund Accounting preferred. Ability and functionality in website updating and group calendaring, as well as donor database data management, project coordination and volunteer coordination desired. Highly relational and guest service minded individuals will find in our ministry team environment an inclusive, diverse representation of supportive and collaborative professionals committed to a common mission and vision.

Weekly tasks include:

1. Primary Front Desk Reception and Phones, first contact for the public.
2. Maintain web-based calendar of activities, logistics, and scheduling of all facility activities and building uses, including weddings, funeral/memorial services.
3. POC for all contractual facility uses and follow-up, familiarity with contracts, accounts receivables, 501(c)3, certificates of liability, etc.
4. Development/maintaining of building use signage.
5. Guest/Member tracking to support parish care and outreach.
6. Audio/Visual/Tech Support and info email management.
7. Relation Building with all user groups.

The position is currently full-time, flexible hour and days (8:30 a.m. – 5:00 p.m. generally, 40 hrs/wk). Salary range from \$15-\$19/hr based on experience and qualifications. Send resume and cover letter to sdavis@PlymouthChurchSeattle.org . Application deadline 7/10/2017. Visit our website for more information about our ministry and organization. www.PlymouthChurchSeattle.org