



Building Manager

DETROIT, MI // PART TIME

Overview:

MACC Development is a Christian community development corporation committed the holistic revitalization of Detroit's 48214 community, block by block, neighbor by neighbor. We exist to see the gospel advanced and to promote the dignity, value, and worth of every resident. We are seeking a faithful, enthusiastic, tech-savvy Building Manager.

The Building Manager is responsible for all aspects related to running the MACC Building and Mack Lot. We are looking for a responsible, timely and dependable individual who enjoys order. The Building Manager is expected to work 25 hours per week and reports to the Director of Real Estate.

Responsibilities:

- Oversee regular programming and special event support to include set up, event cleaning and event management
- Coordinate and periodically perform housekeeping and custodial services
- Manage building (event space, 2 conference rooms, 4 offices) and community park leasing
- Market the space to be known by the community and that it is *for* the community
- Create and manage documents for rental agreements
- Manage relationships with entities that use the building
- Be first point of contact for rental inquiries
- Oversee ordering supplies and organization of teams storage
- Perform additional duties as assigned.

Qualifications:

- Experience with entire Microsoft Office Suite
- Excellent communication skills
- Evangelical faith and open support of Mack Ave. Community Church
- Professional demeanor with strong customer service skills
- Ability to multitask and work in fast-paced environment
- Flexible with ability to work on evenings and weekends as needed.
- *Preferred:* Current resident of the 48214 zip code

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Block by block. Neighbor by Neighbor.**



Compensation:

The Building Manager's base compensation is \$12.00/hour along with 10 days of paid time off. No health insurance is provided.

All applicants should submit their resume and cover letter online at:

<https://www.maccdevelopment.com/careers>

No phone calls please.

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