Saint Francis Xavier Catholic Church is looking for a full time Facilities Coordinator to join our growing staff. Saint Francis Xavier is a vibrant parish in Stillwater, Oklahoma, with the mission of leading souls into an encounter with Jesus Christ and a vision of evangelizing Payne County. The Coordinator will play a part in this mission and vision by being a team player, and having a personal desire to grow into a deeper relationship with Jesus Christ in his Church.

This job is a key position in supporting the Church’s mission through the upkeep, cleaning, and minor maintenance of all buildings, table/chair set-up for meetings, events, and functions. This is a working position, but also involves assigning work and supervision of other custodians, whether paid or volunteer. It is a full time paid position, with benefits, reporting to the Operations Manager. Before hiring, the individual must pass a criminal background check and complete Diocese of Tulsa Safe Environment Training.

QUALIFICATIONS
Preferred qualifications are:

• Have strong commitment to the mission and vision of Saint Francis Xavier Catholic Church as a Catholic in good standing.
• Use professional and hospitable demeanor with all parishioners, volunteers, visitors, vendors, contractors, and others.
• Be able to work collaboratively in a team environment, and to handle multiple tasks at a time.
• Be able to communicate effectively in English, both oral and written including email, text, and phone calls. Spanish language skills are a plus.
• Be able to demonstrate strong interpersonal skills.
• Have experience in custodial work and maintenance of commercial or industrial facilities.
• Be able to effectively direct and supervise both paid and volunteer staff.
• Possess a habit of honesty and integrity in all dealings with others.
• Have a work record of high productivity, integrity, punctuality, and diligence in attending to work.
• In order to effectively monitor all operations of the church, be able to move unassisted about the entire church site, facilities, and buildings, and to lift and move unassisted burdens of up to 50 lbs., such as file boxes, mechanical items, janitorial items, or other items necessary to perform custodial and maintenance tasks.
• Contact and coordinate outside maintenance services when tasks require equipment or knowledge beyond the level of in-house capabilities.

Please send a resume with references and a cover letter via email to Rev. Brian O’Brien, Pastor at frobrien@sfxstillwater.org.