



FACILITY OPERATIONS COORDINATOR

JOB TITLE	Facility Operations Coordinator	STATUS	Part-Time (25 hours)
SUPERVISOR	Isabelle Min, Director of Operations	DATE PREP'D	March 2024
DESCRIPTION	The Facility Operations Coordinator will be tasked with managing and servicing the facility of the Aletheia Church Cambridge location under the leadership of the Director of Operations.		

OUR DNA

HOUSE RULES	Make disciples of Jesus who bring the truth, grace, and changing power of the gospel, for the glory of God and the good of all people.
HOUSE WAYS	<ol style="list-style-type: none"> TRUTH: Everything we do and lead is to be saturated with gospel of Jesus Christ that accords with sound doctrine. (Titus 2, Matthew 28:18-19) GRACE: We will show the kindness, love, and compassion of Jesus Christ. CHANGE: We will lead others to Godward change through discipleship and leadership.
HOUSE HABITS	You will fulfill our mission by engaging, establishing, equipping, and empowering disciples to go make disciples.
HOUSE HOPES	<ol style="list-style-type: none"> Disciples of Jesus being made of every race, class, color, creed, and generation. Men and women established in the Word of God, shaped by a biblical worldview, raising great families, filled with the gifts and fruit of the Holy Spirit. A culture of equipping and empowering others to make disciples, eager to give leadership to the next generation. New churches and campus ministries flourishing in every major city and town in New England. Spirit-saturated diversity that embodies true biblical justice and reconciliation and looks like a preview of Heaven. Disciples of Jesus who love the glory of God more than anything in this world, ready to follow God anywhere, at any time, no matter the cost. A culture shifting around us toward the culture of the Kingdom of God through the work of making disciples who bring the truth, grace, and changing power of the gospel.

KEY RESPONSIBILITIES

FACILITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a high standard of cleanliness in all physical spaces and of facility assets <input type="checkbox"/> Collaborate with Aletheia Cambridge department leadership to prepare and reset spaces for events <input type="checkbox"/> Coordinate needed repairs and upgrades to the facility <input type="checkbox"/> Build out and lead Aletheia Facility Team <input type="checkbox"/> Manage and maintain facility asset inventory <input type="checkbox"/> Assist in monitoring and maintaining Sunday supply inventory <input type="checkbox"/> Along with Director of Operations, ensure facility is ready to function at 100% Sundays
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SERVICES & EVENTS	<input type="checkbox"/> Staff evening services in an operational capacity <input type="checkbox"/> As special events arise, be prepared to staff in an operational capacity
OTHER EXPECTATIONS	<input type="checkbox"/> Be in and/or lead a group <input type="checkbox"/> Maintain a great attitude and foster a healthy staff culture
PERSONAL	<input type="checkbox"/> Keep devotion to God central in your life <input type="checkbox"/> Tithe 10% of your gross income <input type="checkbox"/> Be loyal to the vision and elders of Aletheia Church, and always protect the unity of the church <input type="checkbox"/> Exemplify ethical and personal excellence <input type="checkbox"/> Practice healthy patterns of work and rest, and give your best self to your work

SUBMIT AN APPLICATION

APPLICATION LINK	https://aletheia.ccbchurch.com/goto/forms/237/responses/new
CONTACT	Isabelle Min, Director of Operations (Isabelle@aletheia.org)