

Position: **Operations Coordinator**

Level/Grade: Non-exempt

Type of Position: Full-time

Hours: 40 Hours Maximum

JOB DESCRIPTION

The Operations Coordinator is responsible for completing all duties, which include:

1. Coordinate with vendors for repairs, cleanings, and all maintenance needs
2. Regularly walk the grounds and identify maintenance and repair needs
3. Oversea all custodial staff and needs
4. Coordinate facility use for outside groups, weddings etc.
5. Facilitate large events, rentals, permits etc.
6. Maintain and order kitchen and other supplies as needed
7. Maintain vehicles, drivers and usage
8. Maintain church calendar
9. Keep in order all storage spaces
10. Coordinate with security, traffic officers, shuttle services etc.
11. Other tasks as assigned

JOB REQUIREMENTS

- Previous work experience in facility management or general repairs
- Proficient computer skills, including knowledge of the following programs:
 - MS Office: Word, Excel, and Outlook
- Creative and forward thinking individual with a positive attitude
- Ability to work on more than one project and exceptional organizational skills
- Ability to work on a team as well as be a productive individual contributor

EDUCATIONAL REQUIREMENTS

- High School diploma

PREFERRED REQUIREMENTS

- Bachelor's degree
- Previous work experience in a church or nonprofit environment
- Previous experience in facilities management