



# WESTMINSTER

## Presbyterian Church

**Job Title:** Facilities Coordinator

**Location:** Westminster Presbyterian Church – Charlotte, NC

**Reports to:** Director of Operations

**Job Type:** Part Time, Non-Exempt

### **About Westminster Presbyterian Church**

Westminster Presbyterian Church is a growing, Christ-centered church family just minutes from uptown Charlotte, NC. Our vision is to be a church who invites people to life in Christ...lived together... for the sake of others. We are committed to making disciples of all generations and cultivating relationships across generational lines within our own church family. We are a church family who values the covenant promises of baptism such that Children and Family Ministry is at the heart of who we are together.

Westminster is a member congregation of the ECO denomination- a Covenant Order of Evangelical Presbyterians.

### **Position Summary**

The Facilities Coordinator provides general and special project operations and administrative operations support for the Director of Operations and operations team. This role is designed to provide consistent on-site care and coordination to ensure church facilities are operational, welcoming, safe, and fully prepared for worship, ministry, and community events. This role focuses on building readiness, vendor coordination, interior and exterior property maintenance and management, and sanctuary support.

This is a hands-on, detail-oriented role ideal for a proactive and resourceful individual who enjoys maintaining operational and functional spaces and serving behind the scenes to support the life of the church.

### **Supervision & Collaboration**

- Reports to: Director of Operations
- Partners closely with: operations and office staff, Technology Director and Director of Music and Worship
- Receives support and feedback through: regular meetings with Director of Operations, clear task management and open discussion

### **Key Responsibilities**

#### **Facilities Coordination**

- Serve as the point of contact for routine facilities issues and escalate to Director of Operations as needed.

- Schedule and coordinate with contractors and vendors when on-site (HVAC, plumbing, landscaping, fire alarm, janitorial, etc.).
- Assist with scheduling seasonal maintenance, inspections, and special service setups.
- Communicate regularly with cleaning services and custodial staff regarding building needs.
- Ability to work with a budget to coordinate vendor estimates and invoicing

### **Property, Building Readiness & Daily Care**

- Routinely conduct building perimeter walk downs to assess grounds conditions, safety, lighting, parking lot conditions, ramps and walkways.
- Routinely examine interior property to monitor and address cleanliness, safety, lighting, supplies, and overall condition.
- Check Sanctuary, Chapel, fellowship hall and gathering space, kitchen, and offices for readiness.
- Monitor Sanctuary needs such as candles, oil levels, paraments, pew supplies, pens, and worship materials.
- Maintain refrigerators, freezers, kitchen supplies, and basic inventory.
- Interior plant maintenance and garden and fountain monitoring.
- Liaise with custodial staff to address maintenance broke/ fix items to be addressed in house

### **Event & Hospitality Support**

- Serve as liaison between Director of Operations and custodial staff for support with sanctuary, chapel, and building setup and reset for weekly events, worship services, memorials, weddings, and seasonal events.
- Assist custodial staff with décor setup/takedown for Easter, Christmas, and other special services.

### **Required Skills**

- Experience in facilities coordination, hospitality, or event support preferred.
- Ability to work independently and proactively.
- Strong attention to detail and reliability.
- Comfortable being physically active in a building environment.
- Warm, hospitable presence aligned with the mission of the church.
- Bonus skillset: knowledge and ability to work with IT networks and address problem solving, liaising with the Technology Director.

### **Qualifications**

- Commit and endeavor to live out WPC's Vision of "Inviting people to life in Christ, lived together, for the sake of others."
- High school diploma or equivalent is required. Bachelor's degree in relevant field is preferred.

- 3+ years of work experience in relevant field(s) of property maintenance and/or commercial building operations is preferred.
- Availability to start immediately

### **Physical Requirements**

- Ability to stand and be active for extended periods of time
- Ability to lift 30 pounds
- Ability to operate computer and including keyboard and mouse/ monitor, telephone, printer, and other office equipment
- Must be able to perform physical movements such as: standing, walking, bending, pushing and pulling, and other related and standard physical movements associated with facility operation.
- Must be comfortable with and able to utilize items such as ladders and tool sets and other standard facility operation items with proper coordination, dexterity and balance.

### **Wages, Benefits and Work Schedule**

- Pay: \$25-\$30 per hour commensurate on level of experience
- Work Schedule: 15-20 hours per week, flexible weekdays structured between the hours of 9 AM and 5 PM, onsite with potential availability by request for special services or events.
- 403(b) participation
- Paid Time Off
- Candidate approval subject to background check