

**JOB TITLE:** Facilities Coordinator  
**DEPARTMENT:** Ministry Services  
**DIRECT REPORT:** Facilities Director  
**POSITION STATUS:** Full-Time  
**HOURS:** Monday-Friday | Some Weekends

---

**PURPOSE OF POSITION:**

Assist the Facilities Director in the normal operations of weekly events and maintenance of the building in support of the ministries helping people to become like Jesus and join him on mission while supporting the implementation of the vision, mission, and core values of Mission Hills Church.

**QUALIFICATIONS:**

- Education and experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Team player, servant’s heart, active learner, problem solver, flexible, and calm demeanor
- Partnering skills, organizational skills, self-starter, contributor, communication skills, and a servant leader

**RESPONSIBILITIES:**

- Prepare for weekly events by organizing room setup and making the environment hospitable
- Set up and tear down event setups that are required to meet normal operations for weekly events
- Set up classrooms and meeting spaces and adjust as needed for weekly events
- Provide maintenance work and assistance for normal operations items that can be fixed. Bring any outside needs to the attention of the Facilities Director and/or Ministry Services Executive Pastor
- Provide carpet cleaning services utilizing Mission Hills owned equipment on a regularly scheduled basis
- Collaborate in the development and implementation of a full-scale landscape plan for the property with the Facilities Director. Daily responsibilities will include all facets of landscape management and snow removal.
- Other duties as required by the Facilities Director and/or Ministry Services Executive Pastor
- Attend weekly schedule review meetings to best understand upcoming preparation needs and provide input on upcoming maintenance needs
- Attend staff Huddles on scheduled Wednesdays from 10:30am-12:00pm as available
- When available, attend monthly staff fun days and lunches
- Meet regularly with Facilities Director for ongoing development and coaching

**COMPENSATION:** To be discussed during interview process. Position is eligible for full benefits.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date