

**Position:** Facilities Associate  
**Reports to:** Facilities Manager  
**Status:** Full time/hourly  
**Supervises:** Serve staff and vendors

**Purpose**

To execute and administer all facilities to be used wisely and efficiently in a manner that reflects the vision of The Church of Eleven22.

**Job Requirements and Experience**

- Five years of relevant work experience
- Light construction and maintenance experience required

**Required Competencies and Skills**

- Able to create and maintain effective work relationships with the staff and church body
- Willingness to do any job needed to fulfill the Church's mission
- Able to meet strict deadlines
- Able to manage multiple priorities and multi-task
- Must be a self-starter, displaying initiative, coupled with sound judgment
- Strong, pro-active communication (verbal and written) and excellent interpersonal skills
- Proven ability to utilize technology to plan and communicate.

**Key Responsibilities**

- Supervise all cleaning & upkeep of church campuses and buildings, inside and out
- Oversee all maintenance and repairs of buildings and equipment (excluding AVL, IT equipment)
- Setup and teardown of rooms as needed by ministry areas
- Open and close campus(es) daily
- Perform building repairs & remodels as needed
- Manage inventory of cleaning products and disposables; order replacement supplies when needed
- Support the facilities team in any area needed
- 24/7 on-call facility contact
- Supervise and coordinate Facilities Serve Staff
- All other duties assigned

**Measurements of Success**

- Model The Church of Eleven22 mission, vision, and core values
- Demonstrated ability to create disciples making disciples