

Please email resume and application to: [robm@myanchor.church](mailto:robm@myanchor.church)

## Anchor Church

**Position Title:** Full-Time Facilities Manager

**Reports To:** Executive Pastor

**Position Summary:** Oversees daily operations and maintenance of the Anchor Church buildings, equipment and grounds. Uses best practices to reduce operating costs and improve productivity, thereby increasing efficiency. Oversees the weekend courtyard activities and ambiance. Strives to achieve campus facilities operating excellence, cleanliness, and safety so that people coming on campus would experience a welcoming and comfortable environment.

Order	Essential Position Responsibilities	% of Time
1	Direct facility operations and maintenance. Schedule and coordinate with contractors, vendors, maintenance staff and volunteers to support overall operations of the church.	35%
2	Envision, plan, implement and manage the weekend courtyard experience. Recruit, train and schedule volunteers to support food, coffee, food trucks, and overflow atmosphere.	25%
3	Oversee use of the facility by people outside Anchor Church (e.g. funerals, weddings, other churches)	10%
4	Supervise, encourage and disciple campus maintenance staff	10%
5	Attend weekly service at Anchor Church, events, meetings, and conferences	15%
Sub Total		95%

**Other Position Responsibilities:**

1	Performs other related duties as assigned or requested	5%
Total Essential and Other Responsibilities		100%

**Supervisory Responsibilities:** Yes  No

**Position Requirements**

Educational Requirements		Related Work Experience
<input type="checkbox"/> Less than High School <input checked="" type="checkbox"/> High School/Equivalent <input type="checkbox"/> Vocational/Specialized Training <input type="checkbox"/> Certification <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree	Specify <u>    </u> Degree Field/Type	<input type="checkbox"/> Six months or less <input type="checkbox"/> Six months-less than 1 year <input type="checkbox"/> 1-2 years <input checked="" type="checkbox"/> 2-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5+ years

## Required Skills

- Minimum of 1 year of experience working with contractors
- Supervisory experience
- Experience working with volunteers
- Ability to multitask, meet tight deadlines, manage large workloads, and be productive in a fast-paced, changing environment. Must be able to complete tasks with minimal oversight in an organized and timely manner. Must have a flexible attitude.
- Ability to help recruit, build and encourage a team of volunteers.
- Ability to work flexible hours. Must be available for services, events, and meetings during the day and evenings if required.
- Strong ministry-minded work ethic with ability to work in a team environment
- Strong interpersonal and communication skills. Ability to develop a good working relationships with a variety of people.
- Experience using Microsoft programs (Word and Excel)
- Agree with the statement of beliefs and are willing to adhere to the values of Anchor Church
- Attend *Anchor Church*

## Preferred Qualifications

- Ministry experience
- Proficiency with Mac OS
- Maintenance experience
- Construction experience
- Experience negotiating contracts

<b>Equipment/Machinery Use</b>	<u>Rarely</u>	<u>At Times</u>	<u>Often/Constant</u>
Automobile, Truck, Van, Golf Cart		X	
General Office Equipment (Computer, Copier, Scanner, Fax, Heavy-Duty Paper Cutter, Reception Phone, etc.)			X
Vacuum Cleaner, Carpet Cleaner/Extractor		X	
<b>Physical Demands/Working Conditions</b>			
Work Location: Indoors			X
Outdoors		X	
Sitting/Walking/Standing			X
Bending/Crouching/Reaching/etc.		X	
Lifting/Carrying - light (up to 20 lbs.):			X
- medium (20-30 lbs.):		X	
- heavy (over 30 lbs.):		X	
Contact with hazardous materials		X	
Dust, Smoke, odors, noise, etc.		X	
Travel: inter-island, long distance (mainland, international)	X		