

SECOND EBENEZER CHURCH – Detroit, MI.

Available Position: Building Maintenance Specialist

Second Ebenezer Church is looking to expand its team! Our congregation has a rich history of supporting the community and those in need. We are a body of believers called to make a difference. If you are a progressive, high-energy individual interested in joining our team aimed at uplifting the gospel of Jesus Christ, please contact Annette Avery at annette@avery360.com for further details. No phone calls please.

OVERVIEW

The role has the responsibility to ensure the proper functioning and upkeep of the church's physical structure and grounds. The role reports to the Director of Operations, and will have direct oversight to investigate, evaluate and develop building management procedures, for general, routine, and preventative care.

JOB RESPONSIBILITIES

- Manage the use of church building, assets, and grounds
- Manage the cleaning and maintenance of church grounds and building
- Work with trustees and others as appropriate to identify future infrastructure needs for the church
- Work with contractors, subcontractors, and other vendors on building/grounds projects
- Manage volunteer teams who help with the maintenance and cleaning of church property
- Work with other church leaders to ensure the guest experience on the church campus is welcoming
- Develop schedule and conduct regular building inspections
- Prepare reports providing a detailed overview of key performance indicators relative to the building maintenance, such as a maintenance log, equipment replacement value, mechanical systems issues, etc.
- Develop and adhere to a budget for the church's operations needs relative to the building
- Work with outside groups using the church facilities to ensure proper care is given to church property and manage any contracts or agreement with those groups
- Maintain an inventory of all church property and equipment as appropriate

QUALIFICATIONS

- A bachelor's degree or equivalent work experience
- At least 2 years' experience managing properties in some capacity with broad knowledge of current trends in property management, maintenance, and MEP issues
- Knowledge of relevant laws, regulations and building codes
- Proficiency in Microsoft Office, i.e., Word, Excel, PowerPoint
- Problem solving to find effective solutions for a variety of potential issues
- A teachable initiative-taker
- Ability to manage pressure and deadlines
- Flexibility in work schedule, i.e., possible Saturday and/or Sunday commitment

- High level of integrity, confidentiality, and dependability with a strong sense of urgency, results orientation, and commitment to the mission of the church

POSITION DETAILS

- Position is considered part time: 20 – 25 hours per week
- Monday – Friday on location at Main Campus; flexibility on Saturday and Sunday as needed
- Fast paced and results driven office environment

Learn more about SECOND EBENEZER at www.secondebenezer.org