

Facilities Coordinator

Position Description

GENERAL DESCRIPTION

This is a part-time role at Park Church that provides oversight and implementation for the functionality, safety, organization, beauty, and stewardship of the Park Church Property. The position involves executing regular maintenance, minor construction projects, repairs and renovations, and at times coordinating other contractors and volunteers to complete projects. An ideal person for this role is a self-motivated problem solver, handy with various tools, organized, and able to prioritize numerous projects with thoughtful time management.

Title: Facilities Coordinator

Reports to: Director of Operations

Last Updated: August 24, 2026

MAJOR AREAS OF RESPONSIBILITY

- ☐ Execute general maintenance, repairs, and small construction project requests determined by the Operations Team. Some examples of tasks include replacing light bulbs or light fixtures, patching and painting walls, replacing/fixing locks and doorknobs, replacing basic plumbing fixtures, unclogging drains, installing art or shelves, assembling or repairing furniture, etc.
 - ☐ Update and manage facility technology (tools, water sensors, thermostats, cameras, etc.)
 - ☐ Oversee setup and breakdown for Park Church Events as-needed (chairs, tables, artwork, etc.)
 - ☐ Organize and maintain storage spaces as-needed
 - ☐ Collaborate with Office Coordinator and Director of Operations to coordinate with various contractors and volunteer teams
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REQUIREMENTS

- Affirms and supports Park Church's doctrine, theological vision, mission, philosophy of ministry, and values
 - Reputation for high Christian character and maturity in speech, relationships, and spiritual practices
 - Experience and skills with tools, renovations, repairs, and maintenance
 - Time management, prioritization, and project management skills
 - Evident strengths in handling logistics, communication, and coordination
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COMPENSATION & SCHEDULE

- **Salary Range:** \$24-\$30 per hour, pending skills and experience.
- **Hours:** 8-20 hours per week (paid bi-weekly), pending availability, skills, and responsibilities. Hours are flexible. A 30-minute weekly or bi-weekly meeting with the Director of Operations will be mandatory, but no other staff meetings or Sunday responsibilities will be required.