



ST. JUDE'S
ANGLICAN CHURCH
OAKVILLE, ONTARIO

Facilities Manager (Part-time)

St. Jude's Church (Anglican), Oakville, Ontario seeks a collaborative and supportive person with experience in building management to oversee the care and maintenance of the church buildings and facilities for the ministry purposes of the church as well as all rentals of the church premises.

On behalf of the Corporation of the parish, the Facilities Manager will be responsible for keeping a schedule of building use and rentals, safety and security, property maintenance and general oversight of contractors.

This is a part-time position (16 hours per week), under the direct supervision of the Rector and working closely with the Administrator and Property Committee. The successful candidate may begin a period of training on reduced hours beginning December 1, commencing full responsibilities on January 1, 2024.

Specific responsibilities include ...

- Working closely with all staff and key volunteers and stakeholders, as well as the Property Committee.
- Setting the daily automatic door lock schedule, monitoring of security cameras, and managing the list of keyholders.
- Ensuring adequate kitchen, cleaning, and other supplies required for the building.
- Keeping a log of complaints and concerns about the building and making necessary arrangements to address such.
- Monitoring the work of contractors for such tasks as regular cleaning, snow-clearing, etc.

The candidate must have ...

- A sincere faith in God and a commitment to Christian faith and service.
- A working knowledge of basic building systems, their repair and maintenance, and an understanding of church-based ministries and finance.
- A working knowledge or willingness to learn the basic requirements of local building, fire, and safety codes.
- Passion for equipping the ministries of the parish.

- Exceptional organizational and leadership skills, including delegation and group facilitation.
- Access to reliable transportation.
- The ability to provide a Police Records Check prior to beginning employment if selected.

About St. Jude's Church

The St. Jude's is a parish of the Anglican Diocese of Niagara located in old downtown Oakville, on the traditional territory of the Mississauga's of the Credit First Nation.

We are an open and affirming congregation which seeks to be welcoming and inclusive of all people regardless of race, gender, or sexual orientation.

You can learn more about us at www.stjudeschurch.net.

How to apply

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), personal information will be used strictly for candidate selection.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply, please send a covering letter and copy of your most recent resume to anderson@stjudeschurch.net. In your letter, please confirm that you are legally entitled to be employed in Canada and address the following questions:

- What experience do you have in facilities management?
- What is your current involvement with the Christian faith?

We will review applications as they are received, and we will continue to welcome applications until the position is filled.