

Faith Lutheran Church currently has an opening for a part-time position as Facility Manager. This position will be limited to not more than 12 hours per week and will be reimbursed based on actual hours worked. General duties will include organizing and directing volunteers to complete tasks related to normal ongoing maintenance of our 29,000-ft. sq. building and associated grounds including the community garden and columbarium. The Facility Manager will provide direction to the paid custodial staff. This person will also be responsible to develop and maintain service information and maintenance/replacement planning for general appliances such as furnaces, stoves, lighting systems and the like. The Facility Manager will sit as an ex officio member of the Columbarium Committee. They will be responsible for light building cosmetic repairs as well as equipment maintenance. Preferred experience will include facility management, construction management or supervision. Because much of the work involves organizing and encouraging volunteers an outgoing personality and willingness to ask for help will be a plus. The position is open until filled with the first ranking of applications to be completed on November 28th. The application deadline will be November 28th. Compensation levels are based upon experience but will range from \$20 to \$25/hour. There are no benefits associated with this position. A complete job description is available from the Church Office.