



## **Position Opening: Facilities Manager**

Caldwell (PCUSA) is a vibrant, diverse, forward-leaning, 350-member community of faith located in the Elizabeth neighborhood of Charlotte, NC, about 1.5 miles from the center city. The Facilities Manager will oversee all aspects of maintenance, repair, cleaning and security of the church's 1.3 acre campus with the exception of Easter's Home, the church's affordable housing initiative currently under construction.

Specific responsibilities include:

- Primary responsibility for monitoring the condition of the church's grounds, Sanctuary Building, Administration Building and Hope Community Hall.
- Arrange for all contracted services related to the property - including but not limited to cleaning, HVAC, electrical, plumbing, kitchens maintenance, landscaping and security. Where new or different vendors are needed, the Manager will identify all services and contractors needed for each function and work with the Buildings and Grounds Committee to vet and hire.
- Understand the church's budget for buildings and grounds, manage to it and advise the Office and Finance Director and Buildings and Grounds Committee as to its sufficiency. Collaborate with the Office and Finance Director to ensure accuracy of vendor billing and timely and appropriate vendor payments.
- Walk the property regularly to survey and monitor buildings and grounds conditions, cleanliness and the need for addressing issues caused by those who are on the grounds without authorization when the church is closed.
- Manage any small repairs or other handyman services, either arranging for a contractor or making the repairs themselves, and be willing to do hands-on labor on a regular basis.
- Monitor all church- and community-partner events as they are scheduled and appear on the church online calendar and be responsible for room-set up per each group's needs, collaborating with the Events Manager.
- Be familiar and be able to operate church-owned technology, kitchen and other equipment related to the property usage.

The Manager will:

- Have excellent people skills and understand the values of Caldwell church.

- Demonstrate professionalism, responsiveness, problem-solving, adaptability and hospitality.
- Understand and convey the church's policies and philosophy of inclusion, welcome and invitation to all people.
- Work seamlessly with all church staff, officers and members.

Weekend work and evening work on the church-campus is involved. The position reports to the Office and Finance Director. Scope: approx. 25 hours per week compensated at \$30 per hour.

Preferred candidates will possess skill and experience in similar management support rolls; undergraduate college degree preferred. The website is [www.caldwellpresby.org](http://www.caldwellpresby.org) . Inquiries should be made to [jobs@caldwellpresby.org](mailto:jobs@caldwellpresby.org) .

Caldwell Presbyterian Church does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Caldwell Presbyterian Church is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.