



Chestnut Hill Facility Coordinator - Position Description

CFC is a vibrant and growing C&MA congregation located in Lancaster, PA. Biblically-based preaching and modern worship characterize our worship services. In an effort to make committed followers of Christ, CFC has a strategic plan called *Multiply*, focused on: Evangelism, Disciple Making, and Leadership Development.

Through these three initiatives, we believe God will multiply our efforts to bring more people together into a community of authentic believers.

POSITION SUMMARY

The Chestnut Hill Facility Coordinator supports the mission of CFC with a special focus on overseeing the physical maintenance of the Chestnut Hill facilities. The CH Facility Coordinator is responsible for identifying and addressing building maintenance needs and coordinating with contractors and volunteers for larger maintenance projects all for the purposes of directing people toward a full life in Jesus Christ.

POSITION DESCRIPTION

IDENTIFY AND ADDRESS BUILDING MAINTENANCE NEEDS

Result # 1: Maintains consistent communication with the Finance and HR Director to prioritize projects and provide maintenance updates.

Result # 2: Completes minor maintenance projects in a timely manner so that the interior and exterior of the building remain welcoming (ie. bulb replacement, drywall repair, minor painting, grounds maintenance).

Result #3: Provides monthly updates to a representative of the Admin Board.

Result #4: Consistently addresses the staff requested maintenance list.

Result #5: A monthly facilities checklist is up-to-date. Maintenance logs all completed projects for future planning purposes.

COORDINATING WITH CONTRACTORS AND VOLUNTEERS FOR LARGER PROJECTS

Result #6: Oversees the Baptismal Set Up Team.

Result #7: Maintains an up-to-date record of dependable vendors and is available to greet them on-site when necessary.

Result #8: Schedules recurring maintenance contracts and provides access to outside contractors and vendors (ie. HVAC, elevator, roof, sprinkler, etc.).

Result #9: Ensure quality results from outside contractors. (ie. landscaping, snow removal)

Result #10: Ensures in-house projects have sufficient volunteers for timely completion.

REPORTS TO: Finance & HR Director

CATEGORY: Part Time (8 hours), Nonexempt

YOUR TEAMS

- Baptism Team
- Building Maintenance Team

QUALIFICATIONS:

- A growing relationship with Jesus and a desire to see lives changed by the Gospel.
- Models healthy biblical lifestyle choices.
- Philosophical alignment with CFC leadership and the C&MA denomination
- Basic abilities to complete a wide variety of maintenance projects.
- Enjoys seeing projects to completion.
- Capable of recruiting volunteers and seeing people serve in their giftedness.
- Detail-oriented and able to multitask.
- Basic computer competency.
- Basic administrative ability.