

**Date:** 1/31/19

**Job Title:** Facility Ministry Coordinator (Assistant)

**Accountable To:** Facilities Director

**Position Summary:**

- Scheduling and coordinating of Central's Facilities private events weddings, funerals etc.
- Oversee the maintenance, safety and scheduling of Central's vehicles and drivers.
- Light office work to support Central's facility team including phone calls & emails.
- Assisting with scheduling & coordination of volunteers for things like mowing, snowplowing, landscaping, etc.
- Assisting the facility director with scheduling and preparing for things like meetings, various types of communications, facilities maintenance, etc.

**Hours**

- 40 hours per week, usually 7:30 AM - 4:30 PM (will consider part time).
- Monday thru Friday (possible flexibility)
- Hours may need to be flexible occasionally depending on special events.
- Hourly compensated position.

**Qualifications and Performance Measurements**

1. Use of discernment and ability to apply common sense.
2. Attentive to detail and accuracy with the gift of leadership.
3. Well organized, ability to use your time wisely.
4. High school graduate or equivalent preferred.
5. Excellent communication and public relations ability skills.
6. Cooperative and willing to work with volunteers
7. Have the attitude, whatever it takes, I can do, to get it done
8. Ability to assist and support others.
9. Ability to see / notice things out of the ordinary that require attention.
10. Able to follow written and verbal instructions.
11. Maintains membership at Central Wesleyan Church
12. Continually seeks to fulfill the mission and goal of CWC
13. Commits tithes to CWC and requirement of annual accountability.

**Acknowledgements**

- I understand that to be eligible for an interview and to be considered for possible hiring, I must meet the minimum position requirements.
- I have read and understand this job description and understand that the performance of the duties and responsibilities listed above will be the criteria against which I will be evaluated.
- I am aware that this job description is a broad overview of the job responsibilities and if selected for this position, I may be asked to perform additional responsibilities assigned by my supervisor or a member of the Management Team.

