

**Assistant Facilities Manager
River Oaks Community Church**

CHURCH SIZE: 1000-1500

JOB TYPE: Part-Time (approximately 20 hours per week)

GENERAL OVERVIEW:

Under the supervision of the Facilities Manager, the Assistant Facilities Manager is responsible for assuring successful operation and function of the church's building and grounds in support of its mission. The position is responsible for completing and/or overseeing maintenance of all systems for plumbing, electrical, HVAC (heating ventilation air conditioning), security, lighting, fire safety, and pest prevention. The position also requires some familiarity with carpentry, painting, and general "handy-man" skills to maintain the interior and exterior of the church. The position is part-time, approximately 20 hours per week (4-5 hours Monday-Friday), with the potential for the role to evolve into a full-time position. The position reports to the Facilities Manager and works closely with the Business Administrator.

SPECIFIC RESPONSIBILITIES:

- Oversee facility operations to ensure all spaces are ready to accommodate the various ministry events that happen throughout the week. Reconfigure spaces as needed to accommodate the differing needs of various ministries.
- Maintain the overall appearance of the building to ensure the church is welcoming and inviting at all times.
- As needed, make light repairs and upgrades to ensure all equipment is functional and clean (for example, change light bulbs or reset clocks).
- Oversee the maintenance of the church grounds to ensure our landscaping and all outdoor areas create an inviting impression.
- Provide behind-the-scenes support for sacramental and ceremonial functions (like communion, baptisms, and funerals) by assisting with logistical needs before and after.
- As needed, assist with the purchasing of supplies for the church.
- Be available to help outside of normal hours for special events.
- Oversee the physical security of the building.
- Assist the Facilities Manager as needed.
- Coordinate with outside vendors as needed for maintenance of the facility (e.g., professional electricians, plumbers, carpet cleaners, etc....)

GENERAL RESPONSIBILITIES:

- Support the mission and witness of the church by reflecting Jesus Christ in word and deed.
- Cultivate an ever-deepening relationship with Jesus Christ through prayer, Bible study, and worship attendance.
- Be able to think independently, while also being willing to accept direction and take projects from concept to completion.
- Contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer.

- Be able to address conflict using the biblical model laid out in Matthew 18.
- Be in agreement with the core beliefs of the Evangelical Presbyterian Church (<http://epc.org/about-the-epc/beliefs/>).

DESIRED EXPERIENCE/SKILLS:

- Caretaker, facility management, or building maintenance experience preferred.
- A proven track record of working well with others while accomplishing exceptional results.
- Knowledge and practical skills for completion of simple carpentry, plumbing, electrical, and painting projects.
- Strong interpersonal skills and the ability to interact graciously with staff, members, and vendors.
- Ability to lift fifty lbs.

ABOUT RIVER OAKS COMMUNITY CHURCH

The church began in March 1999 with a core group of thirty families, and has grown dramatically since then. We are strategically located next to West Forsyth High School, along a major thoroughfare that connects the cities of Lewisville, Clemmons, and Winston-Salem. Our worship services are contemporary, and we encourage you to “come as you are.”

Denomination

We are a member of the Evangelical Presbyterian Church (EPC). The EPC is a family of churches, Reformed and Presbyterian, defined by shared core values and bonded by the fellowship of the Holy Spirit. Our affiliation with this denomination provides many benefits, including regional training opportunities for our leaders and members. For more information about the EPC, visit www.epc.org.