

Position Title: Administrative Assistant-Facilities
FLSA Status: Non-Exempt, Part-time (25 hours)
Supervisory: No
Reports to: Facilities Manager

Who We Are

Floris UMC is a church community committed to sharing Christ's love for all in our community and our world. We choose to be a vital, Christ-centered church where all people believe that they can come as they are, find community, build real relationships and grow in their faith. We strive to collaborate across ministries and sites to provide excellence in our work and create a culture of inclusivity.

Summary Description

The primary purpose of the Administrative Assistant-Facilities (Facilities Admin) is to act as a coordinator in the area of building usage and support the Facilities Manager with administrative duties. The Facilities Admin will gather information and process Building Usage Requests and will analyse the impact to the facility and to Floris' ministries, ensuring we can adequately support requests. Works in close collaboration with the Executive Director for church use approvals and the Facilities Manager to maintain a safe environment which aligns to the mission and vision of the church.

Duties

In conjunction with the Facilities Manager, schedules all events set by internal staff as well as outside organizations and individuals. Coordinates large annual events for community groups, including but not limited to District events, Eagle Scout Courts of Honor for families, and partners, such as Hutchison Elementary.

Generates a weekly schedule for building usage and schedules entrance door locks for access and security. Produces room set-up schema and timelines for resetting/breakdown of rooms, providing documents and diagrams to the Facilities Manager, day porter, or volunteer teams as appropriate.

Generates maintenance request reports as needed, reviewing those monthly with the Facilities Manager to confirm completion of work requests, status of requests and/or contractors scheduled.

In coordination with the Facilities Manager, ensures the building is properly secured and prepared for everyday business as well as Sunday services and special events.

Supports volunteer(s) with building usage needs, including but not limited to areas such as the Art Gallery and the church grounds/property.

Assists with other duties as requested, including but not limited to general office duties, answering phones, etc.

Attends all necessary meetings as directed by the Facilities Manager to ensure that when dealing with internal affairs and making day to day management decisions, they are in-line with the Lead Pastor's overall vision and direction of the organization.

Qualifications

BA or equivalent preferred.

Minimum of 2 years' experience working in an office environment.

Strong proficiency in computer programs: Microsoft Office and database products.

Familiarity with office support equipment and ability to quickly adapt to new equipment.

Ability to work in a team environment and adapt to changes in technology.

Excellent organizational skills and ability to manage multiple tasks simultaneously.

Positive interpersonal skills over the phone and in person.

Ability to problem solve and make decisions.