



FACILITIES COORDINATOR CONTRACTOR JOB DESCRIPTION

Mission of The Journey: To help people find Jesus and follow him fully

General Description: Oversee facilities at The Journey. Develop and manage the systems and policies to ensure effectiveness and efficiency of overall campus operations. Act as first point of contact for internal and external inquiries/requests of facilities team. Recruit, develop, and empower J-Teamers to maintain facility.

Qualifications:

- Follower of Jesus with strong character
- In agreement with “[What We Believe](#)” and “[Leadership Core Values](#)”
- Consistently practices all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing & inviting, practicing a slot & spot, giving your first)
- Likeable and fun to be around
- Abnormally high work ethic (an executor who makes things happen on a regular basis)
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- Experience in construction and facilities maintenance, including plumbing, electric, carpentry, and painting
- Ability to manage multiple projects
- Strong interpersonal skills and ability to communicate effectively with staff, leaders, and outside vendors

Essential Functions:

- Conduct general maintenance duties on a daily basis
- Own processes associated with work requests, vendor quotes, purchase requisitions, purchase orders, invoice receipt, and invoice approvals
- Responsible for timely completion of all operational requests
- Recruit, develop, and empower facilities J-Teamers to complete facilities requests
- Create monitoring systems to detect problems as early as possible and initiative interventions to solve the problems
- Implement short and long-term projects for church improvements

- Maintain and file documents and contracts for Facilities team
- Perform other leadership functions as assigned

General Responsibilities:

- Attend weekend gatherings, join (or lead) a J-Group each semester, and serve in some way outside of essential functions on a regular basis
- Practice the personal habits of investing & inviting, practicing a slot & spot, and giving your first
- Champion gather, connect, and serve

Position Type: Contract (1099); Part-time

Reports to: Executive Pastor (Interim: Dave Jackson)

Direct Reports: None

Physical Requirements: Able to lift over 50 lbs and climb ladders

Process: Email application, cover letter, and resume to hr@yourjourney.tv (Subject: Facilities Coordinator Contractor role)