



## **OVERVIEW**

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Christ Community is a growing church in the suburbs of Charlotte, NC. Currently, our church has need of a part-time assistant facilities manager with a broad range of skills. This person will help advance the mission of Christ Community Church by keeping our facility operating at peak performance so that our ministry staff can focus on reaching people for Christ.

The Assistant Facilities Manager will work alongside the Facilities Manager to assist in all aspects of maintaining our 70,000 sq. ft. facility. This person must be exceedingly well-organized, proactive, and possess a wide range of skills related to facility maintenance. The ideal candidate will have the ability to handle most of the issues that arise in a building like ours.

The Assistant Facilities Manager must have a passion for the mission of Christ Community and consider their role essential to accomplishing that mission. They must have an eye for detail, a commitment to excellence, and an exceptional work ethic.

## **RESPONSIBILITIES**

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- Perform routine maintenance and make repairs as necessary.
- Assist with the construction, repair, and installation of various projects for ministry needs (i.e. stage set design, Vacation Bible School, etc.).
- Ensure church grounds are well-maintained.
- Take the lead on event setup tasks such as setting out chairs and tables for events as needed.
- Look for opportunities to make our facility more efficient and cost-efficient.
- Other duties as assigned.

## **QUALIFICATIONS**

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- Must model a deep commitment to Jesus.
- Must agree with the Baptist Faith and Message, 2000.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must be highly organized with an attention to detail.
- Must possess an attitude of service with a drive to accomplish the mission of Christ Community.
- Must be able to lift 50 lbs.

## **DETAILS**

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- Schedule: 15-20 hours per week. Some nights and weekends required.
- Reports to the Pastor of Ministries.

Interested candidates should submit their resume and cover letter to Stuart Owens at [stuarto@christcommunity.com](mailto:stuarto@christcommunity.com).