

## **CHURCH OFFICE/FACILITIES MANAGER**

**JOB DESCRIPTION** - St Mark's Church Office/Facilities Manager is to actively support the church's core values, mission statement, vision, and various ministries. As the pastor attends to the spiritual needs of the church body, the church office/facilities manager deals with the day-to-day operations of the church, facility management, human resources, building infrastructure, information technology, and administration with staff, managing volunteers, assisting with financial management of the church, organizing events, and maintaining relationships. The office/facilities manager's goal is to maintain the interests of the church and proactively attend to matters of liability of the church or the pastor. The office/facilities manager is also privy to confidential information and must maintain discretion and confidentiality as necessary.

### **SKILLS EXPECTATIONS/QUALIFICATIONS**

1. Ability to oversee Facilities, Building and Grounds Management
2. Ability to work closely with external agencies on Human Resources and Finances
3. Have and understanding of current Information Technology, Computers and Software, and Social Media
4. Ability to oversee Office Management and any assign staff, contractors

**EXPERIENCE** – 3 years preferred in Office Management and/or Facilities Management

**EDUCATION** – Bachelor's Degree desirable

**SALARY RANGE** - TBD based upon education and/or experience.

**BENEFITS** – A very lucrative benefits package available through the Board of Pensions of the Presbyterian Church

Please contact St. Mark Presbyterian Church Pastor for more information at [dburgess@discoverstmark.org](mailto:dburgess@discoverstmark.org)