

## **Facilities Director**

### **Purpose:**

The Facilities Director will provide leadership to the facilities team to help further the mission and ministry of Bell Shoals Church.

**Hours:** Full Time

**Reports to:** Operations Pastor

### **Responsibilities:**

#### 1. Specific Responsibilities:

- a. Manage and maintain the church facilities, including the HVAC systems, landscaping, and general appearance of all campuses.
- b. Manage and maintain the facilities department infrastructure, including the database, cleaning schedules, and set-ups.
- c. Provide leadership in organizing and executing special events.
- d. Provide leadership in developing relationships with vendors.

#### 2. General Responsibilities:

- a. Represent Bell Shoals Church in a professional manner at all times, both during business hours and in personal life.
- b. Use of internal systems such as eSPACE and Ministry Platform.
- c. Manage budget accounts, purchase orders, check requests, and transfer requests.
- d. Complete other assigned tasks to advance the ministry and mission of Bell Shoals Church.
- e. Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

### **Qualifications:**

1. Self-motivated and a willingness to learn new systems.
2. Passionate and enthusiastic about the mission of Bell Shoals Church.
3. Effective written, verbal, and interpersonal communication skills.
4. Excellent organization skills and attention to detail, including computer skills.
5. Ability to maintain confidentiality in regards to personnel, volunteers, and families.
6. Ability to lead and teach others within the context of a team environment.