

First Parish Building and Events Coordinator Job Description

Job Title: Building and Events Coordinator

Reports to: Standing Committee; day-to-day management provided by the minister

Status: Part-time

FLSA: Non-exempt (hourly)

Job summary

The Building and Events Coordinator is responsible for the basic functions of the church physical plant and for scheduling and coordinating all events occurring at First Parish.

Essential functions

Calendar coordination

- Obtains approval from the SC for all building use by external groups.
- Schedules all internal and external events.
- Facilitates appropriate thermostat scheduling for non-regularly scheduled events

Church key management

- Responsible for purchasing, distribution and collection of church building keys.
- Maintaining key registry book.
- Open the church for occasional building use.
- Coordinate with Church Administrator.

Event coordination and management

- Maintains building use application forms for internal and external users.
- Attends to all details of external and internal special events including hospitality, setup and cleanup.

Building security and maintenance

- Instructs and follows up with groups and renters to ensure that they routinely secure windows and locks (doors and elevators) before leaving the building.
- Take trash and recycling containers to the curb for pickup each week and serves as the contact.
- Ensure the building is ready for scheduled events; e.g., that there is clear access to the doors and that the building is appropriately heated.
- Works closely with building Maintenance Committee

Other responsibilities

- Participate in staff meetings as requested.
- Participate in committee meetings as required.
- Work closely with the Church Administrator for scheduling and building oversight.
- Notify appropriate persons and obtain quotes for repairs from vendors as needed; may authorize repair or replacement up to \$500.

Core competencies

- Demonstrate a positive and professional manner when working with the staff, church members and the public.
- Has strong problem-solving skills.
- Is flexible and organized.

Qualifications

Able to respond to requests to use the building and emergencies in a timely fashion

Able to communicate using email, text, mail and phone