



Assistant Director of Facilities

Job Type: Salary
FLSA Status: Exempt
Hours per Week: Full-time (40+ hours/week; on-call availability required)
Reports To: Director of Facilities

PURPOSE

The Assistant Director of Facilities is a hands-on leadership role designed to support the current Director of Facilities while actively preparing to step into that role in the future. This position works across all functions of the Facilities team, including maintenance, setup, repairs, and event support, while learning the systems, strategy, and leadership responsibilities of the department.

This role is intended to transition into the Director of Facilities position within 18-24 months.

PRIMARY DUTIES AND RESPONSIBILITIES

Assist with daily operations of the church's facilities and grounds.

Perform maintenance, setups, repairs, and custodial work as needed alongside the Facilities Manager and Facilities Associate.

Collaborate with the Director to understand facilities budgets, vendor relationships, and strategic planning.

Shadow the Director in meetings, project planning, and compliance efforts.

Serve as a point of contact in the Director's absence, with growing responsibilities over time.

Demonstrate a team-first attitude and lead by example in work ethic and service to ministries.

KNOWLEDGE, SKILLS & ABILITIES

Must be willing to work collaboratively across all levels of the team and model servant leadership.

At least 3-5 years of experience in maintenance or facilities work, with leadership potential.

Willingness to learn and grow into a future leadership role.

Strong communication skills, initiative, and dependability.

Ability to lift 50+ pounds, operate equipment, and work at heights.

Ability to be on your feet for prolonged periods of time.

Self-driven and able to work and produce results with minimal supervision.

Attend evening and weekend meetings as necessary.