



Position Title: Facilities Assistant II (Full-Time; 40 hours/week)

Position Summary

The Facilities Assistant II at WoodsEdge plays an essential role in supporting the maintenance, operations, and overall safety of the church's facilities. This position works closely with the Director of Facilities, church leadership, and external contractors to help ensure a safe, welcoming, and functional environment for worship services, events, and community activities. Responsibilities include assisting with facility upgrades, renovations, routine maintenance, and troubleshooting, as well as contributing to various improvement and construction projects.

Key Roles and Responsibilities

- **Facilities Operations:**
 - Support the day-to-day maintenance and operations of all church facilities including buildings, mechanical and electrical systems, landscaping, and overall campus safety and security
 - Coordinate facility usage and scheduling with ministry teams for church events and activities
 - Maintain a clean, welcoming, and well-kept environment that reflects the church's values and standards
- **Team Collaboration & Leadership:**
 - Promote a positive, team-oriented work culture
 - Participate in regular team meetings and 1:1s with the Director of Facilities
- **Project Management:**
 - Assist with the coordination and oversight of facility-related projects, occasionally managing contractors and vendors
 - Maintain accurate records, supply inventories, and project documentation
 - Help ensure projects are completed on time, within scope, and on budget
- **Communication:**
 - Foster open, professional communication with church leadership, staff, and congregation regarding facilities matters
 - Collaborate effectively with other ministries and the broader Facilities team
- **Event Support:**
 - Work alongside ministry leaders and event planners to facilitate smooth event operations
 - Assist with event scheduling and facility calendaring in partnership with the Events team
 - Ensure proper setup and readiness of facilities for weekly services, weddings, conferences, and other gatherings
- **Safety and Security:**
 - Help implement and uphold safety and emergency protocols across campus
 - Maintain active awareness of safety risks and support ongoing efforts to keep the property secure and prepared
- **General Maintenance and Repair:**
 - Perform minor repairs to building systems, including HVAC, water, sewer, and irrigation components

- Conduct regular maintenance routines and groundskeeping to uphold cleanliness and functionality of the campus

Requirements

- Love Jesus
- Actively pursue a life dependent on God in prayer
- Lead with a servant's heart and humility
- Mature Christ follower who is self-aware and demonstrates emotional intelligence
- A person of integrity who can maintain confidences
- Dedication to resolving conflict and extending grace to others
- Respect authority and foster unity
- Embrace "When Helping Hurts" practices (by Steve Corbett & Brian Fikkert)
- Pursue personal wholeness and healing in Christ
- Possess a deep desire to see people live in wholeness through unity with Christ
- Maintain healthy work-life balance
- Some ministry experiences preferred but not required
- College diploma or equivalent preferred but not required

Staff Expectations

- High school diploma or equivalent preferred; relevant work experience may be considered in lieu of formal education
- Minimum of 2 years of experience in facilities operations or related work
- Demonstrated ability to lead and work effectively within a team environment
- Working knowledge of general carpentry, plumbing, HVAC, and electrical systems, with proven troubleshooting and repair skills
- Strong communication and interpersonal abilities to effectively interact with staff, volunteers, contractors, and church members
- Proficient in the use of hand tools and equipment; capable of instructing others in their safe and proper use
- Ability to measure, calculate quantities, research materials, and evaluate product safety and suitability
- Competence in basic computer applications including Microsoft Outlook, Word, and Excel; familiarity with event scheduling software, task management platforms; ability to learn energy monitoring systems
- Strong problem-solving skills, with the ability to identify issues and implement practical solutions

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable