



# JOB DESCRIPTION

## ASSISTANT FACILITIES DIRECTOR

Expected to Provide resource and management support to the Facilities Director by working to meet all aspects of departmental functions, including (but not limited to) site safety, site resource management and set-up of resources to meet the needs of the Cottonwood Creek Church ministries and incoming groups. Must be able to interact with the staff, church attenders and community while remaining flexible, proactive, resourceful and efficient, while maintaining a high level of confidentiality. Must have good communication skills and ability to manage the activities of others.

### ESSENTIAL FUNCTIONS:

*Will support the ministries of Cottonwood Creek Church in various way including but not limited to:*

- Reports directly to the Facilities director and supports all Facilities Ministry functions
- Will be primarily responsible for directing the day to day functions of the Facilities Ministry
- Will constantly audit practices and protocols to ensure that the ministry is functioning at peak efficiency and serving at the highest possible level
- Will be the point person coordinating with all internal and external users in planning and preparing for their use of facility resources
- Ensure that A/C and door lock schedules are consistently set to meet the needs of scheduled events
- Monitor the interpersonal dynamics of the Facilities Ministry team to ensure team health
- Primarily responsible for all Facilities Team member training
- Expected to consistently communicate observations regarding possible adjustments to best practices as it relates to big picture goals
- Perform any other tasks to support ministry functions as needed or assigned

### JOB REQUIREMENTS AND PERSONAL QUALIFICATIONS:

#### **Education:**

High School Diploma required

#### **Job Skills:**

Good People skills; Task oriented; Capable of managing multiple tasks at one time; Ability to prioritize; Ability to problem solve and create solutions; Working knowledge of Microsoft Office and ability to learn new programs; Good leadership skills; Must be dependable, discreet, friendly and professional; Must have a desire to help and serve others. Hard working, ability to learn new skills, and good work ethic. Must be capable of balancing the responsibilities of a customer service/communications role in a logistics based department

#### **Personal Qualifications:**

Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.