

Facilities Manager

Isle of Hope is a beautiful church located in Savannah GA. Currently, our church has need of a talented facilities manager with a broad range of skills. This person will help advance the mission of Isle of Hope by keeping our facility operating at peak performance so that our ministry staff can focus on reaching people for Christ. The Facilities Manager will oversee all aspects of maintaining our numerous facilities and parsonages. This person must be exceedingly well-organized, proactive, and possess a wide range of skills related to facility maintenance. The ideal candidate will have the ability to handle most of the issues that arise in a building like ours. The Facilities Manager must have a passion for the mission of Isle of Hope and consider their role essential to accomplishing that mission. They must have an eye for detail, a commitment to excellence, and an exceptional work ethic.

Position Responsibilities:

- Routinely evaluate all aspects of the facilities, identify routine maintenance, and repairs as necessary.
- Coordinate the upkeep of equipment and supplies including detailed inventory of all assets.
- Ensure compliance with all applicable occupancy and fire codes.
- Work with contractors to ensure projects are completed in a timely manner and within our budgetary guidelines.
- Oversee the construction, repair, and installation of various projects for ministry needs (i.e. stage set design, Vacation Bible School, etc.).
- Ensure church grounds are well-maintained.
- Take the lead on event setup tasks such as setting out chairs and tables for events as needed, including maintaining a calendar for building use.
- Look for opportunities to improve the cost and energy efficiency of our facility.
- Oversee the Memory Garden, provide sound/av needs for funerals, weddings and special events.
- Other duties as assigned.

Skills and Qualifications:

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Isle of Hope UMC.
- Must be highly organized with an attention to detail.
- Must possess an attitude of service with a drive to accomplish the mission of Isle of Hope UMC.
- Full Time
- Reports to the Church Administrator.
- Full-time with benefits, salary commensurate with experience.
- Background check and reliable transportation required.
- Preferred 3 + years of experience.

APPLY:

If you meet the above requirements and are interested in applying, please forward resume and cover letter by May 31, 2023 to: bill_s_31406@yahoo.com
or mail to:

IOHUMC

Attn: Anchor Subcommittee

412 Parkersburg Rd

Savannah GA 31406