



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

### **FACILITIES ADMINISTRATIVE COORDINATOR**

Job Classification: Part Time, 25hrs/week; Non-Exempt

Date: January 2020

#### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. Campuses that are safe, functional and beautiful to promote worship, learning, discipleship and community building
2. Excellent servant leadership and customer service for congregation, ministry leaders, staff and community
3. All ministries supported to be effective and fruitful to see every man, woman and child reached with the gospel
4. Budgets and resources managed for optimum facility use and efficiency
5. Time, talents, and gifts are focused and maximized for kingdom impact
6. Lakeline Campus Events (ongoing and seasonal/special) are fully supported with all facility-related needs (rooms, set up, hospitality, etc.) to ensure their success
7. The facilities office – including process, timelines, customer service, support staff, documentation and more are managed effectively and efficiently; ministries and congregants have what they need to operate successfully

#### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Assist the Director of Facilities in maintaining Emergency Procedures Handbooks, brand consistency, and small projects that pertain to guest experience for all campuses
2. Pro-active interaction with ministry teams, members, guest, and others; consistent communication across a myriad of channels
3. Work with staff and ministry leaders in event planning for all campus facilities and grounds use
4. Reviewing and approve calendar events for accuracy and coordination of support needs
5. Interact with outside groups for tours and preparing contracts to book facilities and tech services for events
6. Lead all major events as the Facilities Representative on the planning and execution teams
7. Perform Sunday duties associated with Coffee team, as needed, and serve as a leader for the Lakeline Campus Coffee Team (own back end hospitality)
8. Recruit, train, empower and shepherd volunteers for Lakeline campus Hospitality/Campus Coffee team
9. Track, order and maintain stock of hospitality, drink supplies, and other supplies for the Lakeline Campus
10. Assist with the Lakeline Campus On-Call Facilities phone during weekly business hours
11. Process and code facilities related invoices for on-time payment; collaborate and work closely with the full time Facilities Ministry Coordinator
12. Assist and support the other Facilities Ministry Coordinator(s) in their absence, as needed
13. Successful service as a staff member of Hill Country Bible Church, ownership of church goals, other projects and assignments as needed

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Servant's heart with demonstrated service support excellence
2. Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers
3. Proficient computer skill (Outlook, Word, Excel and Apple products)
4. Proven ability to recruit, train and empower volunteers and to develop and unleash lay leaders
5. High organizational skills with attention to detail
6. Proven ability to multi-task and prioritize in a fluid environment
7. Ability to use and understand databases and scheduling systems
8. Ability to lift at least 25 lbs. and walk large amounts of the campus
9. Sees themselves as an owner of the mission, vision, values and pathway of Hill Country Bible Church
10. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire (is not already a member)

#### **CULTURE AND CLIMATE:**

1. Position reports to the Director of Facilities as part of the Facilities Department
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
3. Servant leadership with a heart for reproducing servant leaders through volunteer involvement
4. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves