

OUR LADY OF GUADALUPE CATHOLIC CHURCH - HELOTES, TX

JOB DESCRIPTION: FACILITIES & EVENTS MANAGER

STATUS: Non-Exempt, Full-time (40 hours per week)

REPORTS TO: Rev. Scott Janysek, Pastor

GENERAL DESCRIPTION: The Facilities Manager is responsible to oversee the day-to-day operations of our Family Center Building and Annex property. The successful candidate will be responsible for ensuring the smooth functioning of our facilities and events, including rentals and contracts for the ballroom, and managing this facilities calendar.

JOB RESPONSIBILITIES:

- Monitor and maintain the facilities equipment and supplies, ensuring that they are in good condition and that any necessary repairs or replacements are made promptly.
- Manage the facilities budget, including tracking expenses, preparing financial reports, and making recommendations for cost savings.
- Manage the Family Center Building and Annex property calendar in coordinations with the main parish facility calendar, ensuring that all events are scheduled properly and that conflicts are resolved in a timely manner.
- Coordinate and communicate with the Liturgical Coordinator.
- Coordinate with church ministries, event planners and vendors to ensure that events run smoothly.
- Oversee the opening and locking up of the facility, ensuring that all security procedures are followed.
- Manage facility rentals and contracts for the ballroom, ensuring that all necessary agreements and documentation are in place.
- Negotiates and finalizes contractual security hours with local law enforcement.
- Submits invoices, including security invoices, to bookkeeper with backup documentation.
- Maintain positive relationships with staff, volunteers, and community members who use the facility.

QUALIFICATIONS:

- Bachelor's degree or higher in facilities management or a related field.

- 3+ years of experience in facilities management.
- Experience with events planning.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient with Microsoft Word, Excel and working knowledge of Square virtual terminal.
- Demonstrate ability to set priorities and to organize work effectively.
- Strongly committed to Servant Leadership.
- Knowledge of Catholic practices and values preferred.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds with assistance if needed. The noise level in the work environment is usually moderate.