

Title: Facility Operations Manager
Reports To: Facility Director
Status: Full-time (40 hours per week), Exempt
Work Schedule: Sundays 7 am-3 pm; Monday-Thursday 8:30 am-5 pm
Potential flexibility in work hours for qualified candidates
Flexibility to have up to 4 Sundays off per year
Value to the Team: You have a passion for details, service and consistently excellent execution. As an integral member of our team, you manage the preparation for and execution of facility reservations at the Brader Way building. The planning, room setup, cleaning and safety/security you and the rest of the Facility Team provides allows our building to be a ministry to both Blackhawk attendees and the broader community.

Responsibilities

➤ Event Management

- Own the implementation of the facility schedule:
 - Regularly review the schedule,
 - Ensure needs and expectations are clearly defined,
 - Determine potential adjustments if the schedule doesn't work logistically-speaking, and
 - Anticipate needs and identify possible preparatory steps.
- Engage Facility Scheduler to discuss current and upcoming needs.
- Schedule all building automated systems (HVAC, lighting, security, etc.) to support the week's events.
- Develop and maintain a communication process for the Facility Team and volunteers to ensure efficient workflow and hand-offs of room setups between shifts.
- Assist in the completion of setup and take-down for rooms.
- Ensure spaces are clean, orderly and prepared for ministry functions.
- Fulfill special requests or additions while spaces are in use and events in progress.
- After an event is complete, note changes made to the space(s) and/or equipment in our internal database to ensure improved future service.

➤ Coaching/Supervisory Oversight

- Train and manage a Facility Team to ensure a high standard of cleanliness, timeliness, customer services, safety and security.
- Establish the team's work and vacation schedules to coincide with activities and division of duties.
- Supervise daily activities, including walk-through of buildings and grounds to assure that a standard of excellence is maintained and problem areas are addressed.

➤ Volunteer Coordination

- Recruit and lead volunteer teams for special projects and on-going service. Delegate leadership of volunteers when appropriate to other Facility Staff or lead volunteer.
- Coordinate volunteer appreciation.

Qualifications & Skills

Christ-follower aligned with the values of Blackhawk Church

Ability to delegate and work through others

High attention to detail

Self-initiator, responsible, flexible, problem-solver, team player, teachable

Able to set priorities and handle multiple tasks; reliably manages overlapping tasks and timelines

Exhibits a spirit of joy and helpfulness, with excellent customer service skills

Able to anticipate needs and initiate change
Comfortable with Microsoft Suite. General familiarity with databases is a plus.

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.