

ALL SAINTS PARISH

WE'RE HIRING

Facilities Coordinator

Job Responsibilities:

- Oversee buildings and grounds across all four parish campuses
- Coordinate maintenance, repairs, and facility improvement projects in partnership with our facilities committee
- Work with contractors and vendors; obtain estimates and pricing
- Collaborate with Parish Council and Finance Council on budgets and projects
- Facilitate a culture of volunteerism
- Help ensure all facilities are safe, functional, and well maintained



Send your Resume to
Email: emilyalig.asp@gmail.com

Requirements:

- Previous experience required
- Resume required
- Dependable and able to manage multiple facilities and projects
- Work truck preferred

Position Details:

- Full-time: 32-40 hours per week, 4-5 days
- Benefits available
- Interviews begin early November
- Position begins December 1
- Contact the parish office for a detailed job description

