

Facility Coordinator/Community Liaison

[www.calvary-mtairy.org](http://www.calvary-mtairy.org)

403 S Main Street, Mt. Airy, MD 21771

Part-time (20-25 hrs./week)

\$20,000-\$25,000

**Facility Coordinator** – Responsible for the reservation process and oversight of outside groups wishing to reserve church space.

- Primary contact for groups wishing to reserve church space via jot forms, calls, emails, etc.
- Maintain facilities calendar to reflect all reservations and usage of building spaces. Includes coordinating with church secretary and pastor regarding church events, etc.
- Administer and inform groups about policies and procedures concerning the use of all church facilities in coordination with the pastor and church trustees.
- Available to work some evenings in order to get to know groups and to act as a representative for our church.
- Will be the first point of contact when a group has a problem or concern and is responsible to assist when possible or to notify the appropriate person (designated by the church) of the issue in a timely manner, as related to the degree of urgency.
- Responsible for setting up and providing all building access codes when necessary (including church members and outside groups). \*This will require training to learn procedure.

**Community Liaison** – Responsible, as a representative of Calvary, for building relationships with the outside groups using the facilities and with the community at large.

- Requires occasional attendance at Town Hall meetings, MAMSA meetings and/or other similar events to develop an awareness of community needs and opportunities for Calvary and then commitment to report back to the pastor and other church leaders.
- Attend Sunday service at Calvary as often as possible to get to know and establish a relationship with congregants.
- As stated in “Facility Coordinator”, available to work some evenings in order to build relationships with outside groups and act as a representative of our church.

**Job Skills/Characteristics:**

- Strong management and communication skills.
- Attention to detail and precision.
- Excellent verbal and written communication skills.
- Strong computer and phone skills.
- Can conceptualize and articulate this work as a ministry of Calvary.
- A commitment to good interpersonal relations, teamwork and support of church ministries and congregants.
- Personally motivated to help others.

**To apply: Email our hiring team at [jobs@calvary-mtairy.org](mailto:jobs@calvary-mtairy.org).**

**Please attach a cover letter and resume.**

*(Select applicants will be invited to interview).*