

Position Description

Assistant Facilities Coordinator



Position Description

The Assistant Facilities Coordinator is responsible for ensuring the smooth operation, cleanliness, safety, and functionality of all church buildings and grounds. The ideal candidate is organized, proactive, and committed to supporting the mission of the church through excellent facility stewardship.

Work Expectations: 20 hours per week, Non-exempt

Supervisor: Facilities Coordinator

Works Closely with: Facilities Coordinator, Hospitality Coordinator, Ministry Leaders, Rental Clients

Responsibilities:

- Ensure restrooms, offices, worship spaces, classrooms, kitchens, and fellowship areas are clean and ready for use
- Implement a weekly/monthly cleaning schedule for all church facilities
- Conduct regular inspections of the property to identify and address maintenance needs
- Assist facility setup and teardown for church services, meetings, weddings, and special events
- Jointly monitor calendar of facility usage and work with ministry leaders to schedule rooms
- Communicate effectively with staff, volunteers, and outside vendors
- Provide on-site support during larger church events, as needed
- Other duties as assigned

Qualifications:

- High school diploma or GED required; additional technical training or certifications a plus
- 2+ years of experience in facility management, custodial services, or building maintenance
- Some familiarity with basic plumbing, electrical, and HVAC systems
- Ability to lift 40+ lbs, climb ladders, and perform physical tasks
- Some evening and weekend availability
- A heart for service and alignment with the mission and values of the church

About Elmhurst CRC

Located in Elmhurst, Illinois, Elmhurst Christian Reformed Church (ECRC) is a vibrant community of believers located in the western suburbs of Chicago. Our vision is to help everyone take next steps up, in and outward in relationship to the Father, Son, and Holy Spirit. Learn more at elmhurstcrc.org.