

Facilities Management Coordinator

About Evangelical Chinese Church (ECC) of Seattle:

The Evangelical Chinese Church of Seattle is a well-established multigenerational, multilingual (English, Mandarin, and Cantonese), multi-campus church. We have locations in Seattle, Redmond, and Edmonds, using the “One Church Multiple Campuses” model. Our church is non-denominational, with members from varied backgrounds.

Our Mission:

ECC strives to be a Missional Church. We seek to help people come into a relationship with Christ, grow and mature their faith through the Holy Spirit, be transformed into His likeness, share God’s love with those around us, and be a blessing to the community and world to the glory of God.

Our Mission Motto is: Faith to Faith, Life to Life, Generation to Generation.

The Position:

ECC is seeking a dedicated Facilities Management Coordinator (FMC) who will be responsible for the overall management, maintenance, and operation of ECC’s multiple facilities to ensure the functionality, safety, comfort, and sustainability of these spaces. The FMC will possess the ability to manage people, processes, and technology while seamlessly interfacing with the rest of the church staff. This position will report to the Church Administrator, or a representative assigned by the Stewardship Committee Chair.

- Full-time Non-Exempt position, 40 hours/week
- Pay Range: between \$62.4k-\$72.8K DOE
- Medical, dental, vision, and life insurance, PTO, and sick leave
- Generous 403(b) retirement plan, and reimbursement of training costs

Requirements:

- Strong knowledge of building systems, including HVAC, plumbing, electrical, and security
- Proficiency in managing budgets and negotiating contracts
- Effective communication skills, both written and verbal
- Excellent organizational skills and the ability to manage multiple projects simultaneously
- Strong interpersonal skills and a passion for serving others
- Computer skills including Microsoft Office Suite (Excel, Outlook, and Word) and email
- Willingness to work flexible hours, including evenings and weekends on an as-needed basis
- Experience with maintenance of power tools and OSHA and Washington State Department of Labor & Industries (L&I) job safety rules
- Agree to abide by ECC’s Statement of Faith and Statement on Marriage and Sexuality

Responsibilities:

- Oversee all maintenance and general repairs of building envelopes and building systems, which include HVAC, plumbing, electrical systems, and security alarm systems for all three church campuses and church-owned buildings
- Manage landscaping, irrigation systems, fences, grounds-keeping, and snow removal as needed
- Ensure all facilities meet health, safety, and environmental standards required by State and Local governments
- Coordinate regular inspections and scheduled maintenance of all facilities and execute maintenance/repair work orders with input from volunteer Maintenance Deacons
- Develop a list of on-call contractors/vendors to perform as-needed small repairs and preventive maintenance work and oversee the progress to ensure it was completed
- Collaborate with events coordinators and volunteers to prepare facilities for special events, including setting up and breaking down spaces
- Lead and supervise a team of volunteers for low skill maintenance and repair tasks, providing guidance and support
- Continually keep maintenance equipment organized, clean, maintained, and in good condition
- Maintain records of all activities related to lifting equipment
- Develop and manage the facilities budget, including tracking expenditures and schedules, and identifying cost-saving opportunities
- Work with the finance team to ensure accurate and timely financial reporting related to facilities operations

Why Should You Apply?

- ECC recognizes that our facilities belong to God and how we take care of our facilities reflects our stewardship of God's blessing. Numbers 3:36-38 is just one example of the people who were called to take care of the temple and were specifically set apart to do God's service.
- We hope you will heed this calling and apply today by forwarding your cover letter, resume, and application form to resume@eccseattle.org.