



Facilities Coordinator

The facility coordinator is responsible for assisting the Facility Manager, providing access to the church building, security and building maintenance.

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| Requirements | 18 years of age or older with High School Diploma/GED, Valid Florida Drivers license, able to read, write and understand directions in English, basic computer skills, lift and carry up to 50 pounds, able to work in the US and not require Visa sponsorship. Clear communication skills, able to work well with others. |
| Talents or Abilities Desired | Building maintenance experience – Flexible availability |
| Best Personality Traits | Dependable • Discreet • Friendly • Professional • Neat |