

## Facilities Coordinator Job Posting

Location: Life Church, Oak Harbor, WA

Position Type: Part-time (Hourly, Non-Exempt), up to 31 hours per week

Compensation: \$18–\$20 per hour, depending on experience

### Benefits Summary

- Up to 12 unpaid personal days annually
- Access to professional development resources
- Collaborative work culture with flexible hours for church events
- Overtime pay for approved hours beyond 40 per week (per WA labor laws)
- Regular team-building staff meetings, shared meals, and church-supported team experiences
- A high-trust, unified team environment where feedback, humility, and innovation are valued
- Opportunities for spiritual formation, team discipleship, and leadership development

### Position Summary

The Facilities Coordinator ensures the smooth operation, cleanliness, safety, and continuous improvement of Life Church facilities and grounds. This hands-on role blends practical facility care with leadership, volunteer coordination, and project oversight to foster a welcoming and worship-ready environment.

### Core Responsibilities

- Volunteer Leadership: Recruit, train, and oversee volunteer teams for maintenance and janitorial support
- Facility Maintenance: Conduct inspections and perform or coordinate repairs for plumbing, electrical, HVAC, and general upkeep
- Groundskeeping: Oversee landscaping, seasonal care, and exterior cleanliness
- Janitorial Oversight: Ensure all spaces remain clean and organized; manage cleaning supplies and schedules
- Event Setup: Coordinate room setups and support facility needs for church events and services
- Project Oversight: Collaborate with leadership on capital improvements and special projects
- Safety Compliance: Adhere to church safety protocols and state labor regulations

### Qualifications

- Experience in facility management or maintenance preferred

- Capable of basic plumbing, carpentry, and repair work
- Strong leadership and communication skills
- Basic computer skills (Mac, Microsoft Office, church platforms)
- Ability to lift 50 lbs and work indoors/outdoors as needed

### Character Expectations

- A personal relationship with Jesus Christ
- High integrity, servant leadership, and alignment with Life Church's mission
- A team-builder with a heart for diversity, reliability, and excellence

### Application Process

To apply, click here: [\*\*JOB APPLICATION\*\*](#)

### Note

Employment is contingent on a background check and adherence to Life Church's Child Protection Policy and Washington State employment laws.

Life Church is an equal opportunity employer and complies with state nondiscrimination and harassment policies.