

Monroe Community Church (MCC)

Position – Office and Facilities Coordinator

Position Summary: The Office and Facilities Coordinator supports the staff, leadership, and the congregation of MCC by providing administrative support and ensuring the maintenance of our building and grounds.

Qualifications

- Must be a mature Christian with a deep and growing relationship with Christ
- Must be a part of the MCC community or be willing to make MCC one's church home.
- Must have proficiency in administration, communication, event coordination, and database maintenance and reporting
- Must demonstrate the following abilities:
 - Strong organizational and interpersonal skills
 - Strong team player
 - Attention to detail
 - Proactive approach to problem-solving
 - Responsiveness
 - Flexibility and adaptability
 - Time management
 - Ability to maintain confidentiality regarding sensitive information

Responsibilities

- Administrative:
 - Provide administrative support to church staff, volunteers, and ministries including, but not limited to, scheduling, documentation, and reporting
 - Ensure all incoming communication (mail, phone calls, web inquiries, social media messages, etc.) and deliveries are handled accordingly
 - Oversee database management and related projects (gifts inventories, directory, etc.)
 - Assess, establish, and maintain internal communication structures (shared drives, calendars, task lists, Planning Center, etc.)
 - Manage office (track supplies, organize files, print materials, etc.)
 - Attend and participate in staff meetings and MCC planning meetings; submit monthly staff reports to Council
 - Schedule Sunday hospitality volunteers
 - Assist the treasurer as needed
- Relational:
 - Serve as the public face of MCC, providing hospitality and assistance on behalf of the church
 - Be present and available in the building Monday through Thursday, 9am - 3pm.
 - Act as community contact for events, services, emergencies, and charitable requests
 - Serve as a liaison with our building tenants for annual contract renewal/review and building maintenance/usage issues
 - Coordinate with the MCC Facility Events Coordinator to serve as point of contact and support for facility rentals

- **Communication:**
 - Prepare weekly announcement emails in a timely manner
 - Work with other staff to create and share social media posts regularly
 - Print materials as needed in coordination with staff and tech volunteers
 - Ensure website content and church calendar are up-to-date and accurate
 - Create and share online forms (sign-ups, surveys, etc.)

- **Facilities Oversight:**
 - Oversee and manage building access
 - Ensure building is clean and welcoming
 - Oversee and coordinate facility maintenance, repairs, and security operations, including relationships with vendors (such as cleaning, IT, security, snow removal, etc.), ensuring work is completed as agreed
 - Schedule volunteer work days to assist with facility and equipment maintenance and repairs
 - Ensure equipment is well-maintained and functional; coordinate maintenance and repair services as needed.
 - Manage, monitor, and order supplies, equipment, and furniture as needed
 - Schedule annual inspections (e.g., LARA Child Care Licensing, fire alarms, fire extinguishers, etc.)
 - Schedule ArtPrize volunteers
 - Work with the Facilities volunteers as needed

Preferred Experience:

- Content Creation (e.g., Social Media Platforms, Canva)
- Google Suite
- Mailchimp

Accountability:

The Office and Facilities Coordinator:

- Reports to the head of staff
- Maintains accountability to MCC Council
- Works closely with other ministry staff and volunteers

Hours and Compensation:

- Part time (25–30 hours per week, including Sunday mornings), ideally:
 - Monday–Thursday, 9am–3pm
 - Sunday, 9:30am–12:30pm
- \$20–27/hr based on experience

Code of Conduct for MCC Staff and Ministry Leaders:

1. We seek to become more and more a people of prayer, praying for one another and with one another.
2. We strive to listen first.
3. We will serve others with humility, empathy, and patience, encouraging all to use and develop their gifts.
4. We will cheer each other on, help each other succeed, and hold one another accountable.
5. We will try to experience as much joy in our work as possible and share this joy with others.
6. When complaints or conflicts arise, we will address issues directly and professionally (Matthew 18).
7. We will aim to live, serve, and support our congregants in serving our community at a sustainable pace.