

# **Facilities Manager**

## **Sts. Simon & Jude Catholic Church**

The Woodlands, TX

### **Summary:**

To fill a position that will be responsible for managing all parish resources, custodial care, security and maintenance of SSJ campus.

The Facilities Manager must have the ability to see the vision and mission of Sts. Simon & Jude Catholic Church (SSJ) while managing the details and providing the structure that supports them.

### **Education/Experience:**

Applicants must be at least 25 years of age with a minimum of 3-5 years in related field. This experience includes a general knowledge of basic building maintenance, HVAC and mechanical functions, general carpentry, plumbing, electrical, and custodial skills. The Manager must have good planning and organizational skills, be able to prioritize competing demands, negotiate with contractors and vendors, and communicate with staff and volunteers on facility needs and uses; Spanish-speaking a plus. This position requires that the Manager can lift a minimum of 40 pounds and have complete mobility in building and grounds activities. Manager must demonstrate a working knowledge of computers and proficiency in software programs, including Microsoft Office applications, database systems and use of the Internet.

Manager must have a clear understanding of acceptable business practices in relationship to church teachings as well as conceptualizing administrative and managerial work as a ministry.

They need to be able to teach others and work with grace and patience, showing both caring and discerning skills.

He/she must be available and on call for emergencies.

The applicant must also possess a minimum of a High School Diploma, with some college education preferred. All applicants will be expected to work a flexible schedule that will require some nights and weekends when necessary.

Interested applicants are invited to email their cover letter, resume and salary requirements to [chapmanc@ssjwoodlands.com](mailto:chapmanc@ssjwoodlands.com) .