

ARCHDIOCESE OF GALVESTON-HOUSTON
Facility Coordinator
Circle Lake Retreat Center
1900 Circle Lake Drive Between Tomball and Magnolia

SUMMARY:

The Archdiocese of Galveston-Houston seeks a Facility Coordinator for the Office of Family Life Ministry at Circle Lake Retreat Center. This position helps ensure the proper care of Circle Lake facilities with preventive, recurrent, corrective maintenance as directed by the Facility Manager. The Facility Coordinator must be willing to take direction, work collaboratively and cooperatively with staff, and be considerate to all guests.

This position provides support to the Facility Manager by servicing equipment, performing minor repairs, carpentry work, landscaping, irrigation, painting, electricity, HVAC, and/or masonry skills. In addition this position will help monitor vendors, assist with safety and performance inspections, and will be expected to respond to calls throughout the property.

EDUCATION AND EXPERIENCE:

Minimum High School Diploma or equivalent, with 3-5 years experience working in maintenance and landscaping. Fluency in reading, writing, and speaking English is required, with Spanish, Vietnamese, or Igbo a plus.

Valid Texas Driver's License and reliable transportation required.

Suitable candidates may send a cover letter, resume, and minimum salary requirement* to: resume@archgh.org with Facility Coordinator in the subject field.

**Candidates who fail to include minimum salary requirement may not receive further review.*