

Employer: Silicon Valley Christian Assembly

Job Vacancy: Church Operation and Facility Management

General Job Description: The Operation and Facility Manager is a reliable team player that offers valuable insight, bridging the vision of the church and day-to-day operations. Under the supervision of the Administration and Operation Department Lead, the Operation and Facility Manager will manage, execute and coordinate church operations and facility management (alone or with coworkers) .

Main Duties and Responsibilities:

- Working to optimize church-wide operations (including routine meetings and special events) in partnership with church leadership, ministry departments and volunteers, to achieve the “oneness” and “body” testimony of all church departments and ensure both efficiency and responsible stewardship of church resources.
- Leading and building up the church facility and safety teams and coworkers.
- Managing facility and operation related archives and documentation, and establishing and updating the handbooks, checklists and protocols concerning the facility operation, maintenance and church safety.
- Managing and executing the responsibilities in the area of facility management (routine facility inspection, facility opening and locking up, utilities, insurances, internal and external communication, special development projects, etc.)
- Handling and executing the facility maintenance tasks and service (doors, windows, locks, painting, lighting, electrical systems, plumbing, gas, HVAC, floors, ceiling tiles, phone/data cabling, furnitures, all restrooms and etc.) and also the landscape (gardening, tree trimming, parking lots, garbage, painting, signage, sidewalks and etc.)
- Leading and executing the tasks and service items in the area of the church safety/security (annual fire/evacuation drills, safety patrols during church meetings, monitoring and managing CCTV systems, communicating and responding to alarm service, etc.)

Qualifications:

- Minimum of 2 years of professional work experience with significant time spent in positions with a focus on operations, facilities management, budgeting and event planning
- Strong sense of integrity and understanding of confidentiality
- Strong project management skills, organized, detail-oriented
- Good communication skills, both verbal and written, fluent in English
- Bachelor’s Degree or equivalent
- Living in the SFO Bay Area and legally authorized to work in the US

To apply this job, please email your English resume to office@svca.cc or mail it to “3131 Bowers AVE., Santa Clara, CA 95054 - Silicon Valley Christian Assembly” (The information provided by the applicant will be kept confidential and only used for the job application purpose).