

Employment Opportunity Facility Manager & Maintenance Staff

GMAE has a part-time employment opportunity at its Richfield headquarters. This is a part-time position with flexible hours ranging from 10 to 15 hours per week as required, with a minimum schedule of three days per week.

The Position

The Facility Manager will perform general building maintenance and repairs, grounds and facility upkeep, occasional light construction or remodeling, and coordinate with professional contractors or tradesmen when needed. The facility is a 25,000 square foot ministry center with offices, public meeting rooms, commons areas and storage spaces shared by three compassion and mercy ministries and two other tenants, plus exterior parking and green spaces. GMAE contracts separately with a cleaning service for daily cleaning and janitorial services.

The Facility Manager will report to the Director of Finance and Administration, and work with the staff of each ministry to maintain the facility in good repair. A limited list of tasks includes:

- Replace lights and maintain lighting fixtures.
- Collect and transfer recyclable materials to outside drop off stations.
- Perform light maintenance on building facilities and equipment (e.g. door locks, windows, office furniture, and signs and display boards).
- Cut grass, trim bushes, remove snow and maintain clean exterior grounds (GMAE contracts with snow plow services to keep parking lot clean).
- Do light construction, remodeling or painting as needed to configure office spaces and public areas.
- Coordinate with GMAE's HVAC contractor to manage the facility's heating and cooling system, and monitor facility climate control on day-to-day basis.
- Coordinate other professional contractors or tradesmen when more extensive repairs or maintenance is needed (plumbing, electrical, building HVAC).

About GMAE

GMAE is an evangelical association of member churches designed to *connect evangelicals* and to *equip churches to reach more people for Jesus*. It also provides leadership and administrative services to three subsidiary organizations and has a combined operating budget of \$3.3 Million in FY2010. GMAE was founded in 1965 to network evangelicals and unite them in shared action, and today is positioned as a significant convener for evangelicals in the Twin Cities.

Prospective Applicants

Send a letter of inquiry and/or resume by e-mail to info@mnevangelicals.org or by mail to "HR Manager, GMAE, 1515 East 66th Street, Richfield, MN 55423". Include a description of previous experience or skills and abilities you have that reflect the activities listed above.