***Emmanuel Episcopal Church, Alexandria Virginia, seeks facilities management expertise for a part-time position. A medium size parish of dedicated congregants both young and not so young, Emmanuel is a vibrant and growing community. As a valuable member of our team, this person will assist in the oversight and management of our physical facilities to address current needs and provide for future sustainability.***

***Overview:*** Our church is seeking an individual to work on an hourly basis to assess the current needs of our building and grounds and recommend actions to be taken for the safety and sustainability of our physical facilities and oversee approved projects and repairs. The Building Project Manager will have a flexible work schedule with an anticipated monthly maximum of 30 - 40 hours.

***Responsibilities***

* Conduct regular inspections of the building and grounds to identify current needs and proactively evaluate future needs.
* Recommend to the Parish Administrator a course of action to address any existing issues and repairs as identified.
* Recommend contractors to provide needed services outside of the scope of the Sexton and work with Parish Administrator to solicit estimates and choose preferred providers for approved repairs.
* Manage all approved facilities projects by engaging with hired providers and overseeing project completion.
* Work with the Parish Administration and Sexton to address and complete minor repairs within the Sexton’s skills set.
* Assist Parish Administrator and Finance Team in identifying future facilities needs and budgeting for purchase of equipment (i.e. HVAC) and suggested facilities projects.
* Act as a resource and subject matter expert on any unexpected facilities issues when they arise.

***Reporting***

This role will report directly to the Parish Administrator and tangentially to the Rector and lay parish leadership.

***Qualifications***

* Experience and knowledge in areas of HVAC, plumbing, and building construction.
* Ability to work with vendors on contract negotiations.
* Experience with building and grounds project management.
* Flexibility to adjust work hours as needed when managing a specific project.
* Ability to effectively communicate the building and grounds needs and requirements to decision makers.

***Salary***

The Building Project Manager salary will be determined within the range of $30 - $40/ hour commensurate with experience.

To apply: Please send resume to administrator@emmanuelonhigh.org.