

Holy Spirit Church – Fremont

Job Title: Facilities Coordinator

Department: Administration

Job Grade: S-3

Category: Non-Exempt - Part Time 20-23 Hours Per Week

Reports to: Business Manager

Position Overview:

The Facilities Use Coordinator maximizes the use of our many campus facilities working with the Parish, Parish Ministries, School, and Rentals.

Essential Job Functions:

- EMS System Administrator (configure software, run reports, security profiles)
- Ministry Scheduling Coordinator (cultivate positivity with ministry leaders/members, lead and organize the 5-month annual planning program, process ministry facility requests via EMS, in-person, email, phone and text, mitigate scheduling negotiations)
- Wedding Process Coordinator (schedule/request funds/process receipts/distribute stipends)
- Facility Rental Coordinator (maximize income, write contracts, process facility use donations, secure diocesan liability, schedule facility/special cleaning/security patrol, key distribution)
- Funerals Process Coordinator (meet with grieving families, coordinate with caterers, set-up facilities with short notice)
- Wine Program Coordinator (organize tastings, promote private label wine, restock gift shop, order wine and manage inventory)

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Scheduling Staff Retreat days
- Attend Parish functions when possible

Requirements:

- Excellent people, communication and organizational skills required.
- Experience with or ability to learn all components of the EMS scheduling software.
- Strong computer skills with Word, Excel, or equivalent.
- Physical mobility for the various activities during rental event set-up including lifting up to 30 pounds and standing for long periods.
- Ability to be on-call during rental events is a plus.
- Spanish speaking not required but highly desirable.