

## Building Coordinator

Location: St. Joseph Catholic Church (Grande Prairie, Alberta)

We're looking for a Building Coordinator, who will be responsible for overall maintenance, safety and operation efficiency of the facility, which includes the church and priest's residence. The building coordinator supports parish ministry by ensuring the building and grounds are functional, welcoming and well-maintained.

### Key Responsibilities

#### Facility Maintenance (Church and Priest's Residence)

- Conduct routine inspections and preventive maintenance.
- Perform or coordinate repairs (ex: plumbing, lighting, HVAC, etc).
- Manage relationships with contractors and service providers.
- Oversee maintenance/custodial staff.
- Oversee groundskeeping needs, including scheduling contractor for snow removal.
- Identifying maintenance issues/concerns.
- Manage timeline of maintenance tasks to ensure completion.
- Planning seasonal maintenance with maintenance man/custodian.

#### Event and Space Coordination

- Schedule and prepare spaces for bookings (ex: extraordinary Masses, parish events, external bookings, etc).
- Maintain room booking schedule – Parish Friendly and board in staff room.
- Ensure rooms are clean, setup and restored after use and users are aware of policy.
- Coordinate access to building outside office hours for Mass and events/bookings.

#### Safety and Security

- Oversee/implement safety protocols and emergency procedures.
- Ensure compliance with fire codes and building standards.
- First person on call for alarm calls.
- Coordinate and train for security system.
- Oversee building key allocations.

#### Inventory and Equipment

- Maintain records/inventory of church property and equipment.
- Ensure all equipment is serviced regularly and operational.

## **Qualifications and skills**

- Previous experience in building maintenance and knowledge of building systems.
- Strong organizational and time-management skills.
- Ability to work independently and lead others.
- Good communication and interpersonal skills.
- Competent with computers and Microsoft Office Suite.
- Valid driver's license and reliable vehicle to commute between church and residence to perform work duties and other out of office tasks.
- Complete criminal record check as required by Archdiocese screening protocol.
- Physical ability to execute daily required tasks, including lifting, ladders, stairs, etc.
- Flexibility to work evenings, weekends and Sundays as needed.
- Comfortable working in a faith environment. Knowledge of the Catholic faith and awareness of sacred space is an asset.

## **Perks & Benefits**

- Flexible Schedule (30 hours/week)
- Eligibility for benefits package
- Paid vacation time

## **How to Apply:**

Interested candidates are invited to submit a cover letter and resume to Joanne at [finance@saintjoseph.ca](mailto:finance@saintjoseph.ca) or drop off at the Parish Office.

Closing date: September 30<sup>th</sup>, 2025 or until the position is filled.