



SYMONS VALLEY UNITED CHURCH
38 Kincora Rise NW Calgary, AB T3R 0A3
403.274.2361

Symons Valley United Church Job Posting (Sept 18, 2020)

Job Title: Facility Administrator

Are you a detail focused people person looking for new opportunities? Symons Valley United Church is recruiting for a part-time Facility Administrator.

Even in a time of physical distancing and virtual church, we need you to help us manage our building and client relationships to ensure that our church stays at the centre of our community.

The role requires a thoughtful person to management across four key areas: building maintenance, coordinating tenant usage and experience, recruitment of new tenants and administration / logistical functions. Our Facility Administrator will work in team with the Property Management Committee to ensure Symons Valley's building is meeting the needs of the church by creating an inclusive gathering place for both congregation and outside user groups.

During the current public health emergency (COVID19) Symons Valley is operating under a restricted model that limits building access to a select number of user groups. During this time period the Facility Administrator role will continue on a modified basis (3 – 6 hours/week). However, when COVID19 is over (and it will be one-day!) we will be back into our busy church schedule. We are looking for a Facility Administrator to help prepare us for that time and bring their enthusiasm into a stepped-up commitment once it arrives (15 – 20 hours/week).

Applicants should have

- Aptitude for property management, maintenance coordination
- Superior communication skills, and well organized
- Experience with cash and contract management

Position available October 16, 2020

Posting Closes October 2, 2020

Learn more about Symons Valley United Church at 38 Kincora Rise NW, Calgary by visiting our website www.symonsvalleyuc.com

Resume and cover letter should be sent by email to Essie@symonsvalleyuc.com with the title "Facility Administrator application".

Symons Valley United Church is a growing, enthusiastic, and affirming congregation, that loves to learn, laugh and play in the discovery of our faith together. We are a community of faith made up of people of all sorts who do their best to follow in the way that Jesus taught. Our core values include being inclusive, open and welcoming ~ everyone has a place ~ and we do mean EVERYONE! We cherish all age groups, especially Children and Youth. Symons Valley United has been in North Calgary for three decades with an active membership approaching 150 with plans to grow to 250, by meeting the spiritual needs of the community.