

Facilities/Office Manager

All Saints Church, Pasadena, CA Full-time
(exempt position)

Immediate Supervisor(s) – Position Title: Associate Rector for Administrative Circle

Direct Report(s) – Position Title: TBD

Position Summary (primary role and objectives)

The Facilities/Office Manager's primary responsibilities include oversight of all infrastructure operations of the church: facilities management; Building and Grounds ("B&G") staff; the security company; and all office equipment. In addition, this person will collaborate closely with Human Resources and with the administrative assistant team. The primary objective of the person in this position is to ensure that these operations run smoothly so that the church staff and parishioners have the information, support and resources necessary to carry out the mission of the church in its pastoral, outreach and community building ministries. The Facilities/Office Manager must be flexible, responsive, and nimble in dealing with unexpected issues.

Organizational Structure (duties to support physical and administrative operations)

- Manage B & G operations and supervise staff.
- Manage security company arrangements.
- Attend all staff, Administrative Circle, and administrative assistants meetings.
- Attend B&G staff meetings and monthly B&G committee meetings.
- Attend monthly Vestry Meetings as needed.
- Schedule front desk volunteers.
- Attend Sunday morning Forum for support, if necessary. Secure copies of speakers' books when they are to be sold.
- Manage All Saints' relationship with the parking company that leases our north parking lot.
- Assist with all requests to film on the church's property: prepare contracts and riders, manage insurance, prepare invoices and collect fees.
- Coordinate requests for use of All Saints' property by outside groups.
- Liaison between staff and PACES working groups.
- Review bills and check requests, and supervise weekly payments to vendors.
- Manage all online payments and/or deposits.

COMPLIANCE & INTEGRITY : Consistently supports compliance and the All Saints Church Code of Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and All Saints Church policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Code of Conduct; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

SERVICE & QUALITY: In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the All Saints Church, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our patients, and to purchasers, contracted providers and vendors.

WORKPLACE SAFETY: In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

Qualifications:

- **Service Oriented** - Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and handling situations with care and professionalism. Actively looking for ways to help and provide high quality facilities and office support.
- **Proactive Critical Thinking** - A creative problem-solver that uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Confidentiality** - Maintain confidentiality regarding sensitive topics and financial information.
- **Attention to Detail** - Ensure that organizational processes and retention policies are followed, dependable and accurate documentation practices.
- **Thorough** - Address work tasks with care from the onset until the issue identified is addressed.
- **Organized and Adaptable** - Often called upon to shift and coordinate multiple schedules to accommodate new projects and/or adapt to changing priorities. Conscientious and calm while navigating a high volume of tasks.
- **Computer Skills** - Facility with Microsoft Word, Excel, Database Navigation, Outlook e-mail and hybrid working environment tools (video conference, remote scheduling, etc.).
- 3+ years facilities and/or office management experience.

Preferred Qualifications:

- **Spanish speaking and writing capabilities.**
- **Facilities and/or office management experience in a church environment.**

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

External hires must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws, as well as applicable local ordinances, including but not limited to the Los Angeles Fair Chance Ordinances.

Benefits: Paid Time Off, Retirement Plan, Health, Vision, and Dental Insurance

Salary: \$62,400

How to apply: Email your resume and cover letter to skramer@allsaints-pas.org with the title of the position listed in the subject line of the email.