



## Church Office & Facilities Manager

First Congregational Church of Alameda  
 United Church of Christ  
 An LGBTQ-Affirming Faith Community  
 1912 Central Ave., Alameda, CA 94501

[www.fccalameda.org](http://www.fccalameda.org)

To apply to this position, please email resume and cover letter to  
[jobs@fccalameda.org](mailto:jobs@fccalameda.org)

<b>Position Summary:</b>	<p>The Church Office &amp; Facilities Manager provides administrative and ministry support to the minister, staff, and lay leaders; serves as the primary liaison to the church's tenants; communicates with the congregation; supervises the church custodian; trains and supervises volunteers; maintains and grows the church's online presence; oversees facilities maintenance, repairs, and rental; livestreams Sunday morning worship; and performs any other duties assigned by the supervisor.</p> <p>As Office &amp; Facilities Manager, you will often be people's first contact with the church. It is important to maintain a demeanor of loving kindness reflective of church values.</p>
<b>Hours:</b>	<p>A typical work week consists of 40 hours on a nontraditional schedule, including Sunday mornings, the second Tuesday evening of each month, and some church holidays. Some flexibility in working hours and telecommuting is negotiable.</p>
<b>Start Date:</b>	<p>Flexible</p>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must possess strong organizational and communications skills, and be comfortable interacting with congregants.</li> <li>• Basic office administrative skills are necessary, with 3–5 years in a general office setting working with the public desired.</li> <li>• Skilled in Google Workspace apps, Microsoft Excel/Word, database entry and maintenance, social media (Facebook, Instagram, and similar), Canva-like layout software, and graphics/photo-editing software. Willingness to be trained in WordPress website editing app.</li> <li>• Ability to quickly learn how the church office functions.</li> <li>• Willingness to be trained in YouTube livestream of services.</li> <li>• Ability to assess facilities needs and oversee church maintenance and repairs by hiring and directing contractors and repair people.</li> <li>• Ability to work collaboratively with diverse personalities and maintain respectful working relationships.</li> <li>• Ability to maintain confidentiality is required.</li> <li>• Openness to the perspectives of a progressive Christian faith community is essential.</li> <li>• Available to be on-call for building emergencies.</li> <li>• Access to a car for office-related errands is preferred.</li> </ul>

	<b>Please note:</b> <ul style="list-style-type: none"> <li>• A background check of the candidate will be completed prior to the start date.</li> <li>• This position involves lifting and carrying materials weighing 20 lbs.</li> <li>• The candidate must be able to perform the essential functions of the position with or without reasonable accommodation.</li> <li>• The church reserves the right to alter, change, or discontinue the position depending upon changing conditions and needs.</li> </ul>
<b>Supervisor:</b>	The Rev. Dr. Laura Rose, Senior Minister
<b>Compensation:</b>	Base Salary is \$65,000–\$70,000 DOE, exempt from overtime. In addition, the compensation package includes medical/dental/vision, pension, and life/disability insurance.

Please email resume to [jobs@fccalameda.org](mailto:jobs@fccalameda.org).

### **FCCA Office and Facilities Manager Detailed Job Description**

The Office & Facilities Manager (OFM) maintains and improves the physical, digital, and relational infrastructure that supports the ministries of FCCA. The OFM works closely with all members of staff and the congregation to build and sustain a values-driven organizational culture that prioritizes mutual care, sustainability, equity, and social justice.

#### **Primary Duties & Responsibilities**

##### Administration

- Maintain and improve internal systems, databases, and procedures
- Maintain and update master calendars
- Compile and distribute meeting materials and Zoom links for Church Council, Prudential Commission, Annual Meeting of the Membership, etc.
- Attend staff meetings and monthly Prudential Commission (mostly Zoom) meetings
- Provide administrative support to ministry teams and special projects
- Greet and meet visitors, including people in need, contractors, inquirers about facility usage, Sunday worship attendees, etc., and respond to requests and questions about church and ministry policies and activities
- Interface with volunteers; coordinate ushers/shepherds/greeters
- Maintain the filing and retrieval system for all vital church records (meeting minutes, insurance policies, records of capital improvements, incorporation documents, membership, marriages, baptisms, funerals, etc.)
- Oversee digital security and information management systems
- Work with tech consultants to set up and maintain computers, printers, and network
- Oversee nonprofit administration and compliance with Department of Labor regulations and employment law; maintain 501(c)3 tax status and property tax welfare exemption via annual and biannual filings
- Monitor and order office, kitchen, and custodial supplies; troubleshoot equipment issues
- Record data on weekly attendance of congregants/visitors
- Update inquirer/membership data on a regular basis
- Update name tags for members and friends
- Regularly cull unneeded records according to the church's Record Retention Policy

##### Human Resources

- Manage onboarding / off-boarding processes and benefits enrollment for new hires / departing employees per HR policy manual
- Administer payroll
- Support the HR Team as needed

### Finance

- Provide annual budget proposals for buildings & grounds, administration, and communications needs
- Keep accurate records/receipts for goods and services, track incoming invoices, and prepare weekly check requests
- Manage vendor and contract processes
- Support Treasurer, Bookkeeper, and Financial Secretary as needed

### Communications

- Prepare and manage internal and external communications material
- Maintain message consistency across all platforms
- Develop and maintain the website; write and edit web content; ensure that information is clear and current
- Plan, edit, and write content for weekly email newsletter; lay out and schedule newsletter
- Lay out and edit the weekly printed church bulletin and inserts
- Run the livestream for worship services and special events
- In collaboration with other staff, maintain the church's social media presence
- In collaboration with minister, prepare hardcopy materials for worship leaders each week
- Prepare and coordinate print/online ads, press releases, and Facebook events
- Coordinate the production of publicity materials such as posters, banners, T-shirts, etc.
- Administer the upkeep of bulletin boards and information tables
- Produce Stewardship Season materials as part of a team
- Solicit Annual Report materials and produce the final report
- Maintain the photo archive; work with volunteer photographers to document key events in the church year
- Maintain the press archive

### Facilities

- Assess building maintenance needs and interface with appropriate personnel (custodian, Prudential Commission, repair contractors) to ensure all maintenance and safety issues (including routine maintenance) are addressed in a timely manner
- Update and maintain the Facilities Manual & Equipment Maintenance Log
- Act as primary staff liaison between our main tenant, The Phillips Academy (TPA), and the church's Prudential Commission: communicate TPA's high-level requests and concerns to Prudential, and respond to TPA's queries with Prudential's responses
- Oversee church facilities usage/rental: handle Sunday morning sanctuary and facility setup; field inquiries and interviews for weddings, funerals, meetings, special events, etc.; serve as point of contact for renters; and oversee the use, safety, security, maintenance, and cleanliness of church facilities during day-to-day use as well as special events
- Oversee the weekly tasks of the custodian and ensure that facilities needs are met
- Maintain vendor relations and files; research new vendors as needed
- Assess and oversee the response to emergency maintenance situations (e.g., overflowing toilet, broken lift)
- Monitor usage/performance of contracted services for building maintenance, office equipment, etc.
- Accompany all inspectors (fire, health, insurance, etc.) on their rounds; report findings and recommendations to appropriate church staff and lay leaders