https://www.harmonychurch.cc/job/part-time-facilities-and-maintenance/

Part Time Facilities and Maintenance Coordinator

Hiring organization
Harmony Christian Church

Employment Type
Part-time

Date posted
March 11, 2026

Description

Position Summary

Harmony Christian Church is seeking a dependable, self-motivated Part-Time Facilities & Maintenance Coordinator to help maintain, improve, and steward our church property.

This role is hands-on and practical. Responsibilities range from small repairs to larger ongoing improvement projects. The right person will take ownership of assigned tasks while also proactively identifying additional needs around the facility.

This position reports directly to the Executive Pastor (XP) and works closely with staff to support ministry needs through excellent facility care.

Responsibilities

Primary Responsibilities

General Maintenance

• Repair toilets, sinks, and minor plumbing issues

• Drywall repair and paint touch-ups

• Install and replace lighting fixtures

• Minor electrical work (within skill level and code)

• General carpentry and repair

• Address facility wear and tear proactively

Project Ownership

• Take responsibility for specific repair tasks from start to finish

• Help manage and execute larger improvement or upgrade projects

• Keep workspace clean and organized after completing tasks

Staff Support

• Receive maintenance requests and pursue completion without being chased

• Coordinate through the Executive Pastor to support staff needs

• Assist with room setups (chairs, tables, staging)

• Organize and clean storage areas when needed

Facility Awareness

• Regularly walk the building and identify maintenance issues before they become larger problems

• Maintain a running list of needed improvements

• Help improve the overall appearance, safety, and functionality of the facility

Qualifications

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Required

• Strong work ethic

• Highly self-motivated

• Organized and task-driven

• Able to work independently with minimal supervision

• Flexible and willing to handle a variety of tasks

• Ability to lift and move furniture/equipment

Preferred

• Construction background

• Electrical experience

• General handyman or trade experience

• Experience managing small projects

Expectations

• Ownership mindset: from small fixes to ongoing upgrades

• Follow-through without reminders

• Clear communication with XP regarding progress and needs

• Steward church resources wisely

• Represent Harmony with integrity and professionalism

Cultural Fit

Harmony values unity, humility, initiative, and care for people. This role supports ministry by ensuring our physical space reflects excellence and readiness for people

to encounter Jesus.

Please Contact David Burchfield at David.Burchfield@HarmonyChurch.cc with questions.