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North Canton, OH 44721

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PROPERTY MANAGER

POSITION SUMMARY

The Property Manager provides leadership for the ongoing care, maintenance, and improvement of Holy Cross' campus for the furthering of our ministry. Partnering with staff, volunteers, and vendors, this individual ensures our campus is prepared for a variety of uses with an emphasis on strong presentation.

This position is 10-15 hours per week. Some evening and/or weekend availability may be needed at times.

RESPONSIBILITY SNAPSHOTS

- **Property and Equipment Maintenance:** Ensure the property and all equipment are well-maintained, safe, and presenting well for all use. This includes routine checks, repairs, and ongoing preventative maintenance, as well as local building and safety compliances.
- **Contracted Vendors:** Collaborate with contracted vendors, including landscapers, janitorial services, and repair professionals.
- **Space Use:** Coordinate facility use and door security schedules for meetings, events, and services. This involves some set up and tear down of tables and chairs in support of needs.
- **Projects:** Oversee campus enhancements and repair projects in partnership with staff, leadership, volunteers, and vendors.
- **Teams:** Recruit and empower volunteers to assist in property care; collaborate with staff; participate in staff and congregational meetings and events.

QUALIFICATIONS

- Strong Christian faith with a passion for engaging people in fulfilling the organizational mission.
- Knowledgeable of facility operations, maintenance requirements, and ability to complete basic repairs.
- Self-starter with good ability to delegate and organize.
- Collaborative team member, able to effectively work with both staff, volunteers, and vendors.
- Attentive to details and facility needs.
- Able to leverage appropriate software and technology to support role effectiveness.
- Physical ability to accomplish tasks (lifting, moving materials and equipment, ladder use, etc).

MANAGES

- Volunteers, staff, and contracted parties in areas of responsibility.

ACCOUNTABILITY

- Senior Pastor