

OBJECTIVE:

To advance the mission of Valley Church by supporting Facilities and Campus Operations through hands-on maintenance, event logistics, and operational support. The ideal candidate is a Christ-centered, dependable individual who takes initiative and serves staff and volunteers with excellence. This role ensures the campus is functional, safe, and ministry-ready at all times.

COMPENSATION/STATUS:

Full-time (40–45 hours/week), annual salary (commensurate with experience), exempt status. Benefits include group health insurance, paid vacations, flexible hours, etc. Some weekend, holiday, and event hours are required.

ROLE: The Facilities and Operations Associate is...

- **Christ-Follower:** Fully devoted to Jesus and modeling biblical character in work and relationships.
 - **Servant-Minded:** Takes initiative and supports ministry needs with humility and ownership.
 - **Volunteer Mobilizer:** Recruits, and equips volunteers to assist with daily facility needs.
 - **Detail-Oriented:** Proactively identifies facility deficiencies and ensures follow-through to resolution.
 - **Problem Solver:** Responds to operational, campus, and facility issues with timely, practical solutions.
 - **Dependable:** Completes responsibilities thoroughly and on schedule.
 - **Can-Do Attitude:** Approaches work with energy, flexibility, and a willingness to serve wherever needed.
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PERSONALLY, the Facilities and Operations Associate is...

- **Adaptable:** Handles changing priorities and unexpected challenges with composure.
 - **Positive:** Maintains a constructive, encouraging attitude toward staff and volunteers.
 - **Learner:** Welcomes feedback and pursues personal and professional growth.
 - **Disciple:** Demonstrates spiritual maturity and integrity in daily life.
 - **Conflict Resolver:** Addresses conflict directly, with truth and grace, seeking unity.
 - **Healthy at Home:** Emotionally and spiritually grounded, with no major family concerns.
 - **Time Manager:** Self-motivated, prioritizes tasks effectively.
 - **Self-Aware:** Recognizes strengths and seeks support in areas of weakness.
 - **Person of Integrity:** Makes decisions rooted in Scripture and mission alignment.
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JOB RESPONSIBILITIES:

- **Facilities Support:**
Cares for the campus and facilities, including maintenance, groundskeeping, cleaning, and event setup and support (Valley Church, Valley Community Center, barn, and 45 acres of land).
- **Staff & Volunteer Support:**
Works alongside Facilities and Operations team members and assists in identifying, recruiting, and coordinating volunteers for operations, maintenance, events, and special projects.
- **Operational Support:**
Supports routine maintenance processes and contributes to maintaining operational efficiency through hands-on execution and follow-through and helps identify opportunities for system improvements.
- **Event Setup & Logistics:**
Prepares and resets facilities for ministry events, assisting with setup, teardown, and on-site logistical support for large-scale gatherings.
- **Cross-Staff Support:**
Comes alongside other departments to ensure their operational needs are met so they can focus on ministry.

RELATIONSHIPS:

- **Reports to:** Campus and Facilities Lead Associate
- **Supports:** Entire Valley Church & Valley Community Center staff
- **Leads:** Volunteers regularly and part time staff as needed
- **Collaborates with:** Ministry Teams and events

SUCCESS IS DEFINED BY:

- **Operational Ease:** Campus operations run smoothly and efficiently with minimal disruption.
- **Volunteer Engagement:** High levels of volunteer involvement in facility and operational roles.
- **Staff Support:** Ministry staff feel equipped and supported to succeed.
- **Facility Excellence:** A “Marriott-level” standard is upheld for cleanliness, hospitality, and functionality.
- **God’s Glory:** Joyful attitude and biblical integrity bring glory to God in all areas of responsibility.