



Application Notes –Assistant Property Manager

Thank you for your interest in the Assistant Property Manager position. Please note the following policy in Ebenezer United Methodist Church's Employee Handbook:

STAFF MEMBERS AS CHURCH MEMBERS

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

The deadline for submission is **Friday, February 28, 2020, at 12 noon or until filled**. Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Assistant Property Manager

Your application can be submitted in one of three ways:

1. Email your completed packet to bpriest@ebenezerumc.org and indicate "Assistant Property Manager" in the subject line
2. Mail to Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Leave in the church office

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

Ebenezer Church Staff-Parish Relations Committee

Position Description

Title	Assistant Property Manager				
Reports to	Property Manager	Direct Reports	N/A		
FLSA Status	Non-Exempt	Exemption	N/A		
Salary or Hourly	Hourly	Salary Basis	15 hrs/week	Timesheet Required	Yes

Organizational Purpose

Assists the Property Manager in maintaining the church building and grounds to provide a clean, safe, and welcoming environment that supports Ebenezer's strategic vision.

Essential Functions

- Complete routine tasks on Sunday morning prior to worship, such as, Café set up and breakdown, sidewalks and parking lot clear of debris, vacuuming, windows, trash removal, bathrooms, etc. as needed. Ensure facilities are in good working order for worship services.
- Perform basic repairs and maintenance to the various areas of the church building to include, but not limited to, plumbing, carpentry, painting, and lighting.
- Fulfill these and other specified tasks as directed by the Property Manager.
- Perform duties predominately on weekends and evenings. May be requested to be available to support major church events.

Qualifications, Education or Experience

- High School diploma preferred.
- Experience in property management or maintenance.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
- Knowledge of principles and processes for providing customer service.

Core Competencies

Keeping On Point: Spends his/her time and the time of others on what's important; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision. (16, 50)

Getting Organized: Can marshal resources (people, funding, material, support) to get things done; Develops schedules and task/people assignments; Breaks down work into the process steps; Can orchestrate multiple activities at once to accomplish a goal; Uses resources effectively and efficiently; Anticipates and adjusts for problems and roadblocks; Evaluates results; Arranges information and files in a useful manner. (39, 47)

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting without a minimum of planning; seizes more opportunities than others. (1)