



Facility Assistant

Status: Full-time

Working Days: Typically Tuesdays to Saturdays with flexibility for occasional evenings and weekends; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: *Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches.* What does that mean? Through our Meeting House parishes and expressions across Southern Ontario and the Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details: www.themeetinghouse.com

Role

The Facility Team is responsible for ensuring that there is facility support anytime the Oakville building is in use. As part of the Facility team, the Facility Assistant provides general maintenance support to the facility, as well as supports our events and rentals with set up and take down for events and rentals, along with some custodial responsibilities.

The role will be broken down approximately:

- 60% - maintenance
- 20% - events support
- 20% - cleaning

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Skilled and/or knowledgeable in all basic trades related to facility upkeep and maintenance including HVAC, electrical and water systems
- Embody a proactive, positive and problem solving attitude; teachable with a heart to service
- Meticulous and conscientious attention to detail and be able to follow setup instructions accurately
- Must have a high standard for facility cleanliness
- Must be able to work at heights; experience working with lifts is preferred
- Must be able to lift up to 23 kg/50 lb
- Flexibility to work varying hours including evenings and weekends
- Must possess a valid Ontario driver's license

Responsibilities

- Complete maintenance tasks including painting, drywall, changing light bulbs, light plumbing, roof etc.
- Set-up and tear-down of amenities between room/group uses and various ministries and rentals throughout the week, as well as weekend service meeting requirements
- Support all aspects of the building cleaning to ensure the building is always prepared and presentable



- Be point person to contractors who assist with general upkeep, as needed
- Ensure all maintenance expenses remain within budgeted amounts and any unplanned expenses or costs are discussed with the Facility Manager
- Support all aspects of safety at the Oakville building for staff and community gatherings, including on-the-job safety and monthly inspections and reporting
- Support the security of the Oakville building, as required
- Occasionally act as events host for small internal and external events
- Ensure industry best practices and the most current and cost-efficient means to upkeep our Oakville building are utilized
- Other duties, as required

Relationships

Reports to: Facility Manager

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

We offer a competitive benefits and RRSP plan, encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.