



Job Posting

Building Upgrades Coordinator

Jubilee United Church is a vibrant, affirming church community that welcomes all people to its ministry of inclusion, invitation and inspiration. We are looking for an energetic, self-motivated individual to fill the role of Building Upgrades Coordinator.

There are many renovation and facility improvement projects required to facilitate moving the Grove Music School to Jubilee United Church as a result of the recent amalgamation with Forest Grove United Church. The Building Upgrades Coordinator plays a pivotal role in overseeing and coordinating the various aspects of these projects. This hands-on position requires strong organizational skills, attention to detail, and the ability to communicate effectively with church leadership and staff, contractors, and volunteers. This role works as a team with the Facility Manager to ensure the smooth operation of the church. Commencing in May 2024, this is a full-time appointment for one year with the possibility of extension.

Candidates will have a minimum of five years' experience or equivalent in building maintenance, general knowledge of construction and building codes, excellent interpersonal and written communication skills, and have proficiency with office computer software. For a complete job description, please go to Jubilee's website at www.jubileeunited.ca

Individuals meeting the minimum qualifications are invited to email a cover letter and resume to

Jubileeunitedjobs@gmail.com Attention: Jeanette May.

Closing date for applications: April 25, 2024