

**JOB DESCRIPTION**  
Building Manager  
*Prairie Street Mennonite Church*

**Type:** Contract (1099)

**Hours:** 8-hours/week (one full day, or two half days)

**Compensation:** \$22/hour

**Reports to:** Pastor

**Responsibilities:**

Administrative (50%)

- Coordinate building schedule, and maintain electronic and paper building calendar
- Create and maintain rental agreements with building tenants and collect rent
- File annual property tax and insurance paperwork
- Maintain records of building use and maintenance
- Check office email, voicemail, and PO box weekly and forward communication appropriately
- Update information on all signage in and outside of the building as needed
- Maintain office technology including copier, computers, internet router, etc.
- Support bookkeeper with monitoring utility bills and building expenses
- Make payments to maintenance vendors as needed

Maintenance (50%)

- Assess property for needed maintenance projects on an on-going basis
- Coordinate maintenance projects and perform some repairs
- Maintain maintenance agreements with contractors (i.e. HVAC, snow removal, lawn care)
- Schedule regular inspections for fire extinguishers, elevator, boiler, etc.
- Coordinate building keys and oversee access control
- Serve as property manager for Jubilee House
- Maintain tidy storage areas

**Qualifications:**

- Supportive of the mission of Prairie Street Mennonite Church
- Experience in either property management or building maintenance
- Organized and detail-oriented
- Computer and internet proficiency
- Bilingual Spanish/English a plus