

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a part-time position of Facilities & Maintenance Coordinator.

Job Description

The Catholic Center is seeking a Facilities & Maintenance Coordinator to oversee the maintenance, safety, and functionality of our facilities and grounds. This is an ideal position for a hands-on, detail-oriented professional with experience in facilities management and a passion for maintaining a welcoming and safe environment.

Key Responsibilities

- **Facility maintenance:** Oversee the day-to-day maintenance and upkeep of the church, student center, offices, and grounds.
- **Repairs and troubleshooting:** Perform minor repairs and coordinate with contractors for larger projects.
- **Grounds management:** Ensure that the landscaping, walkways, and exterior spaces are clean, safe, and well-maintained.
- **Safety and compliance:** Monitor facility safety standards, including fire alarms, security systems, and emergency protocols.
- **Scheduling and coordination:** Manage the maintenance calendar, coordinate access for contractors, and support event setup.
- **Utilities and supplies:** Monitor utility usage and maintain inventory of maintenance supplies.
- **Volunteer oversight:** Work with volunteers or part-time staff to assist with cleaning, setup, and maintenance projects.

Qualifications and Skills

- **Faith-aligned:** Commitment to the mission and values of The Catholic Center.
- **Facilities/operations experience:** Some experience in facilities, maintenance, or a related field.
- **Hands-on skills:** Proficiency in minor repairs optimal (plumbing, electrical, carpentry).
- **Highly organized:** Ability to manage schedules, budgets, and multiple projects simultaneously.

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- **Strong communication:** Ability to communicate with staff, contractors, and parishioners effectively.
- **Problem-solving ability:** Skilled at assessing issues and resolving them efficiently.
- **Tech proficiency:** Familiarity with building systems and maintenance software (preferred).
- **Physical capability:** Must be able to lift, work on ladders, and manage physical labor as needed.

Details

- **Position:** Part-time staff
- **Hours:** 15 – 20 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

Why Join Us?

- Make a meaningful contribution to a faith-based community.
- Take pride in managing and maintaining a beautiful and sacred space.
- Enjoy a flexible part-time schedule that fits your lifestyle.
- Work closely with a supportive and faith-driven staff.

How to Apply

If you are passionate about supporting the mission of the Catholic Center through your skills in facilities management, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter explaining your interest and qualifications to bulletin@ccatuga.org.