



Property Manager

Status: Part-time 16 hours per week

Working Days: Typically during the week, Monday - Friday; a spirit of flexibility is expected

Lakeview Church is a part of the Free Methodist Church in Canada.
Our mission is Joining God in the Renewal of All Things.

Role Summary:

The Property Manager will be responsible for building and property maintenance and overseeing the work of volunteers and contractors.

Requirements:

- Fully aligned with the mission and postures of Lakeview Church
- Experience with mechanical, electrical and plumbing
- Experience with carpentry
- Experience leading volunteers

Responsibilities:

- Oversee maintenance and upkeep of our facility and grounds
- Recruiting and managing a volunteer facility team
- Point of contact with contractors and tradespeople

Core Competencies:

- Planning and Organizing
- Focus on Quality
- Decision Making and Problem Solving
- Delegating
- Initiative
- Independence
- Sociability
- Collaboration
- Attention to Detail

Reports To:

- Director of Operations

Application:

If this is a position you are interested in and feel called to do, we want to hear from you. To apply, please send your resume and cover letter in PDF format with the subject line "Property Manager" to laurie@lakeviewchurch.com

Applications will be received until July 22nd, 2022 or until a suitable candidate is found.