



Second Presbyterian Church (2PC), Nashville, Tennessee, is seeking an energetic and experienced Manager of Operations and Facilities to join our team. The ideal candidate is a hands-on problem-solver who can manage vendors, coordinate safety and security, and serve as a reliable steward of the church's physical resources.

SUMMARY

The Manager of Operations and Facilities is responsible for overseeing the day-to-day maintenance, safety, and functionality of all church buildings and grounds. This role ensures that the church facilities support the congregation's worship, ministry activities, and community outreach by maintaining a clean, safe, and welcoming environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the upkeep of all church buildings, ensuring they are safe, clean, and functional
- Provide supervision, training, evaluation, and support of Wedding Liaison and Audio Visual Technician
- Function as backup for the livestream of Sunday services
- Function as the gatekeeper of community access to the building
- Maintain building use calendar and access schedules, including key distribution
- Update security systems, virtual access, and cameras
- Foster positive relationships with users, vendors, and congregation
- Obtain bids and negotiate contracts with vendors and service providers
- Collaborate with users to address issues, repair needs, and contracts
- Manage property vendors and maintenance scheduling
- Handle fire, safety, and code inspections, coordinating with vendors
- Ensure that church grounds, parking lots, and outdoor spaces are well-maintained
- Work closely with Property Committee on repairs, budgets, and projects
- Attend Property, Safety and other monthly committee meetings as requested
- Work with the Safety Committee to coordinate safety procedures, training and supplies
- Supervise approved repairs and verify invoices
- Maintain liability insurance and address related matters in coordination with the Finance Committee
- Manage janitorial supplies and staff
- Provide occasional administrative support
- Attend weekly staff meetings
- Perform routine IT troubleshooting and manage the outsourced IT vendor
- Perform other duties as assigned

QUALIFICATIONS

- Knowledge of building maintenance (HVAC, plumbing, electrical, carpentry, and general repairs)
- Understanding of safety regulations, fire codes, and emergency preparedness
- Ability to manage multiple projects and prioritize tasks to meet deadlines
- Experience in budgeting, vendor negotiation, and expense tracking
- Strong problem-solving skills and the ability to troubleshoot facility-related issues
- Effective communication and leadership skills for working with staff, volunteers, and contractors
- Must have some flexibility in schedule
- Proficiency in Microsoft Office, Google Docs and comfort with basic A/V equipment
- Committed to the mission and values of Second Presbyterian
- Ability to lift 50+ pounds, climb ladders, and perform physically demanding tasks

COMPENSATION

This is a full-time position with an annual salary of \$55,600 plus benefits.

APPLY

Join us in our mission to maintain a loving community and make a positive impact. If you have the experience we need and are a self-starter with a passion for serving, we'd love to hear from you. Send resume to 2pcadmin@secondpresbyterian.net.