



Properties Coordinator Position Description

Reports To

The Properties Coordinator will be a part-time member of the Chapel Staff under the direction of Campus Pastor Jon Bilitz, coordinating regularly with the Chapel Properties Team.

Job Overview

The Properties Coordinator will oversee the management of Chapel's facility and serve as the main point of contact for facility issues. The position supports Chapel's outreach mission by ensuring the facility is fully operational, safe, clean, and neat, and prepared for ministry activities.

Responsibilities and Duties

- Oversee and/or perform maintenance and repairs for Chapel's facility and equipment (e.g., HVAC, electrical, plumbing, mechanical, appliances, and security system), acting as Chapel's representative for outside contractors and inspectors
- Ensure the cleanliness of the facility by overseeing janitorial services, special cleanings, volunteer cleaning days, and the cleaning work of housefellows and Chapel volunteers
- Coordinate the turnover of housefellow rooms (August move-out/in)
- Train housefellows on their facility-related duties (e.g., walk-throughs, parking monitoring, dishwasher use, etc.), monitor and follow-up as necessary
- Oversee building aesthetics including furniture layouts, room organization, and holiday decorating
- Ensure the safety and security of the facility, including scheduling daily walk-throughs
- Manage the properties budget and make purchasing decisions accordingly
- Manage maintenance and service contracts with vendors (e.g., janitorial, HVAC, elevator, etc.)
- Maintain service and inspection records electronically
- Communicate and coordinate with Chapel staff, housefellows, the Properties Team, and the Governing Board

Qualifications/Skills

- Experience in facility maintenance and repairs
- Strong organizational, analytical, and problem-solving skills
- Capable of adjusting to changing priorities; ability to work flexible hours, depending on the facility needs
- Demonstrates sound judgment in decision making
- Clear, friendly communication skills and the ability to work well with others
- Computer literate with willingness to use Microsoft Office software to maintain service records, and ability to use SLACK (Chapel's interoffice communication tool)
- Understanding of and alignment with Chapel's core values, mission, and vision

Preferred

- Skills related to plumbing, janitorial, electrical systems, painting, carpentry, and HVAC systems

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How to apply for Properties Coordinator Position at Wisconsin Lutheran Chapel - Madison, WI:

Email your cover letter and resume to wlchapel@wlchapel.org