

Park Street Church
Director of Facilities
Job Description

Overview

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 900 and about 30 staff members. We are a diverse community of people whose mission is to make disciples of Jesus who become like him together. We believe and are united by the good news that Jesus is Lord. Our common life together is fueled by the joy that God has been so good to sinful and broken people like us, bringing us forgiveness, healing, and salvation—new life! Our response to God’s gift is to follow Jesus on the way of the cross, the way of love. This means that our life together—embodied in nine Regional Fellowships—consists of growing in loving God, loving one another, and loving our neighbors, and we regularly feed upon the word of God, the Bible, to inform and guide us in this way of love. We are committed to life-giving biblical proclamation, to transformative relationships with one another across the diverse generations and ethnicities that are found in our community, and to faithful worship of the triune God. Our mission and life are shaped by our location in the heart of the city of Boston and by a longtime passion for mission across the world.

Our staff are committed to serving one another as we serve Christ and to growing to greater maturity in Jesus. We meet weekly for a time of prayer and engagement in the Scripture. In our teammates we value godliness, collaboration, excellence, courage, and a commitment to healthy relationships.

The Director of Facilities is responsible for managing Park Street’s Boston campus (91,000 square feet of space), as well as overseeing the stewardship of the Wilson House campus in Cambridge, MA (9,000 square feet of space), and the operational infrastructure (mechanical, electrical, security, HVAC, technological, etc.) of these critical assets. This is a full-time position.

Accountability

The Director of Facilities will report directly to and perform under the direct supervision of the Church Administrator.

Areas of Responsibility - Facilities, Security

- Manage, direct the facilities team consisting of the Assistant Facilities Manager, receptionist and sextons.
- Manage the full-time front desk receptionist and direct coverage at the Church’s front desk.
- Ensure the facilities staff performs room set-ups, janitorial service, routine maintenance, and minor repairs.
- Responsible for the management of venue reservations, special event needs, receptions, and building and technology safety and security.

- Recruit and manage outside vendors in delivering essential services: electrical, water, trash collection, information systems, elevators, HVAC, plumbing, etc.
- Manage emergency response plans and act as a primary contact for emergencies.
- Develop an annual budget for facilities, technology, and security in cooperation with the Church Administrator.
- Manage facilities and technology spending to budget. Compile operational costs (e.g., total energy use) with a goal toward continuous improvement.
- Collaborate and assist the Facilities Subcommittee in planning and executing capital improvement projects.
- Act as the Owners Representative in planning and executing facilities projects involving consultants, architects, construction managers, contractors, and vendors in the execution of facilities and technologies projects.
- Manage building trades and construction schedules to successfully deliver capital improvement projects.
- Manage facilities security and safety.
- Develop constructive working relationships with church staff members, committee members, congregants, outside vendors, local government officials, etc.

Required Qualifications

Technical, financial and personnel management skills are required. Bachelor's degree is required, a degree in a related field is a plus. Minimum five years of experience in facilities management or related industry experience.

Other Expectations

The successful candidate must agree with Park Street Church's statement of faith and all church policies.

(revised Apr 2024)