



WE'RE HIRING

FACILITIES MANAGER

PROVIDENCE PRESBYTERIAN CHURCH
9019 LITTLE RIVER TURNPIKE
FAIRFAX, VA 22031

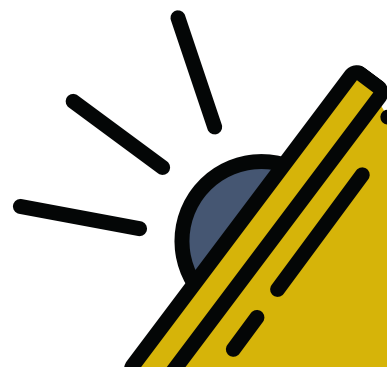
REQUIREMENTS

- Knowledge and/or experience in building systems
- Organizational ability to negotiate, file, and track vendor contracts
- Aptitude to learn computer skills relating to lock management, security, and HVAC
- Pass and abide by our child protection policy
- Flexible schedule and ability to work as part of a staff

DETAILS

- 10-15 hours per week
- up to \$25/hour depending on skillset
- This manager will oversee the set-up, maintenance, and usage of our larger systems: HVAC, elevator, plumbing, electrical, security, locks, and building

For more information or to submit a résumé,
please contact Rev. Matt Baker
revmatt@providencechurch.org
(703) 978-3934 ext. 1003





WE'RE HIRING

FACILITIES ASSISTANT

PROVIDENCE PRESBYTERIAN CHURCH
9019 LITTLE RIVER TURNPIKE
FAIRFAX, VA 22031

REQUIREMENTS

- Ability to lift and carry up to 40lbs.
- Some experience with hand tools, locks, WD40, duct tape, and wasp spray
- Aptitude to navigate Google docs and sheets
- Pass and abide by our child protection policy
- Flexible schedule and ability to work as part of a staff

DETAILS

- 10-15 hours per week
- up to \$15/hour depending on skillset
- This position will tend to an evolving list of facility needs: chair and table set-up, trash removal, very basic repairs, and occasional cleaning

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